

UUCSC President - Job Description (approved 8/12/04)

The overall responsibility of the President is to provide leadership with both spiritual and organizational dimensions to the Board of Directors and the congregation.

1. Maintain the Board, Committee structure, and mission as defined by the bylaws of the corporation.
 - a. Preside over Board and other congregational meetings.
 - b. Support the systems and processes that delegate functions to appropriate Officers, Trustees, and Committee Chairs.
 - Develop and extend the Planning and Calendar functions of the Board through the Trustees, Clerk and V.P.
 - Extend explicit job descriptions for Officers, Trustees, and Committee Chairs to best address congregational needs and clarity for members.
 - c. Monitor to ensure that all functions are appropriately carried out by the Board and the Committees.
 - d. Serve as ex-officio member of all congregational committees.
 - e. Maintain Board activity so that meetings are timely and well organized.
2. Insure that congregational leaders are supported effectively and that they are effective in meeting the needs of the congregation.
3. Maintain effective communication within the structure provided while hearing and acting upon concerns of the membership at large.
4. Represent the congregation to the UUA, the Ballou-Channing District and the community at large.