

UUCSC Vice President - Job Description (approved 9/16/04)

The overall responsibility of the Vice President is to provide back-up leadership to the President, within the UUCSC bylaws, with both spiritual and organizational dimensions.

1. Carry out the responsibility of the President in his/her absence or incapacity, including the Board, Committee structure, and mission as defined by the bylaws of the corporation and the President's job description.
2. Develop and maintain the Master Calendar process and the overall planning process of the congregation, including serving as the Chair for the Program Council.
 - a. Implement a review of Event Planning Requests (forms) to make recommendations for the Board's consideration in approving calendar items and approved activities on a monthly and quarterly basis.
3. Maintain effective communication within the structure provided while hearing and acting upon the concerns of the membership at large.
4. Serve as a conduit for communication and information on the UUA and the Ballou-Channing District, keeping the President, the Board, and the congregation abreast of the directions, relevant activities, and functions relating to those bodies.