

UUCWI President Role Description

Approved by BOT 8/9/04

Purpose of Position: To lead the Board of Trustees and the Congregation in conducting the affairs of the organization

Key Responsibility Areas:

1. Assure the orderly conduct of the affairs of the Congregation in accordance with the Bylaws and Board policies.
2. Lead the Board in policy governance of the Congregation, including ensuring that committees, as operating arms of the Congregation, are staffed, functional and effectual.
3. Preside over meetings of the Congregation and of the Board of Trustees (hereinafter called the Board).
4. Call meetings of the Leadership Council, comprising the Board, Committee Chairs, and other key persons, from time to time as needed to assure good communications and teamwork.
5. Determine the agendas for meetings presided over.
6. Assign and delegate actions to Board members and Committee Chairs and other Congregation members as seems appropriate to accomplish the goals of the congregation
7. Seek advice from the Minister, Board members, Committee Chairs, and Congregation members in order to improve the quality of Board decisions.
8. Prepare the annual budget for submission to the Congregation at its annual meeting.
9. Represent the Congregation in the PNWD, UUA, and at large in the community.
10. Sign contracts on behalf of the Congregation in accordance with the Bylaws and Board Policies.

Coordinates with: Board of Trustees, Minister, Committee Chairs, Church Coordinator, Congregation members

Budget Impact: office supply costs

Knowledge & Skills Required:

- Judgment and experience in group leadership
- Management and supervisory skills
- Ability to organize group activities

Selected by: Annual vote of congregation

Current Staffing: Dave Cauffman