

# **UCE Board of Trustees**

## **Job Descriptions**

### ***Chair, Board of Trustees***

- Chief Executive Officer of the church, per bylaws
- Presides at monthly and special meetings of the Board of Trustees
- Presides at annual and (often) special meetings of the Congregation
- Presides at meetings of the Executive committee where the agenda is established for Board and Congregational meetings
- Responsible for notifying the Vice-Chair of expected absences
- Is generally the point of contact for members of the congregation who wish to communicate with the Board
- Serves a ceremonial role at the request of the Ministers, New Members Committee, etc.
- Plays a visible role in the execution of the annual Stewardship campaign
- Serves as consultant or sounding board to the ministers
- Duties as assigned by the Board
- Continues on the Board for a year following Chairmanship, as Chair Emeritus

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#### ***Vice-Chair, Board of Trustees***

- Acts in the absence of the Chair
- Presides at meetings of the Church Council, or appoints a presiding officer, or presides over the election of a presiding officer
- Attends meetings of the Executive Committee
- Attends meetings of Finance Committee

Recently:

- Prepares to serve as Chair in the following year