

Chairperson

Position

This job description is for the chairpersons of boards and committees of the United Church of Christ in New Brighton. However some items (as indicated) are specific only to chairpersons of elected boards and committees.

Purpose

The chairperson provides leadership for the board or committee as it carries out its responsibilities as outlined in the Guidelines and as it works to fulfill the purpose of the church.

Type of Work

The chairperson presides at the group's meetings and coordinates the activities of the board or committee as it carries out its responsibilities. It is recommended that the chairperson of an elected board or committee also be the representative to the Church Council. However the board/committee can decide to appoint or elect another of its members to the Council.

Term of the Position

The chairperson of an elected board or committee serves a one-year term, May through May. Chairpersons of ad hoc committees serve for the term determined by the Council. The chairperson either is the one recommended by the Human Resources Committee and confirmed by the board/committee, is elected by members of the board/committee, or volunteers for the position. Chairpersons can be re-chosen as many times as they are willing to serve.

Expectations

1. The chairperson should regularly attend meetings of the board or committee and conduct those meetings. If unable to attend, the chairperson should make sure that another member is prepared to chair the meeting.
2. The chairperson should prepare an agenda for each meeting, in conjunction with the parish minister, associate minister, and other members as appropriate, so that the business of the board/committee can be properly covered.
3. The chairperson should encourage the sharing of ideas, beliefs, and feelings of the board/committee members to ensure that all sides of issues or concerns are fully explored and so that decisions are intelligently and fairly made. It is not expected that everyone will agree. Sometimes decisions may be made by consensus; at other times by majority vote.
4. The chairperson should contact members of the board/committee who do not attend two consecutive meetings without explanation to encourage their attendance and remind them of their responsibilities.
5. The chairperson is responsible for ensuring that the board/committee is represented at Council meetings.
6. The chairperson is expected to assist (as a consultant) board/committee members in carrying out their responsibilities.
7. The chairperson should monitor activities of the board/committee to ensure that its responsibilities, as described in the Guidelines, are met.
8. The chairperson is responsible for preparing a written annual report of the activities of the board/committee.

Relationship with Leadership and Staff

1. The lead minister and associate minister are resources who can be contacted by any chairperson seeking help, advice, or suggestions for carrying out their responsibilities.
2. The chairperson of the Council is a resource person who can be contacted for assistance, advice, or suggestions.
3. Within limits of time, the church secretary may be asked to provide secretarial support for the chairperson's church responsibilities.
4. The church custodian may be asked to set up for events planned by boards and committees using the Facility Use Application.