

***Chair of the Council**, a two year term running July to June*

Function The Council Chair is an elected officer of the church and runs the monthly meetings of the Council which serves the operational and programmatic committees of the church. The Chair acts as the Council's representative to the church leadership (both lay and staff) and the congregation. The Council Chair is a member of the Executive Committee, with the Senior Minister, the President, and the Financial Advisor, which provides higher level oversight to our governance, all-church activities, and collaborations with other churches/organizations and responds to emergency situations within the policy guidelines maintained by the Board of Directors.

Workload (8-15 hrs/mth depending on initiatives undertaken)

Preparation

- Prior service on committee(s) within the church community
- Knowledge of the church bylaws
- Knowledge of the church policies and procedures with particular attention to those for the operational and programmatic committees served by the Council
- Participation in district/regional training recommended

Meetings

- The Council Chair is expected to attend three meetings monthly: Council, Board of Directors, and the Executive Committee.
- The Council Chair is responsible for the Council meeting agendas and running the meeting and also responsible for the preparation of minutes from the meetings and the distribution of calendar events and other church activities to the committee representatives on a regular basis. A Council Secretary can be appointed to help with these tasks. A vice chair or representative can be recruited to run Council meetings and/or attend other meetings in your absence.
- The Council Chair, in coordination with staff, the church Treasurer, and the Financial Advisor, develops and monitors the program portion of the church budget.

Communications

- In order to promote transparency in the governance of the church, the Council Chair is responsible for a monthly report of Council activities in the church newsletter (this is currently prepared in conjunction with the Board President).
- The Council Chair is responsible for a written report of the Council and for collecting reports from the committees served by the Council for the church annual report.

Leadership Development

- As a church leader, the Council Chair is expected to attend occasional training and annual leadership retreat with the Board of Directors in the summer.