

## PRESIDENT –Description

Revised and approved by Board: May 10, 2023

**MISSION STATEMENT:** To facilitate decision making with the support of fellow Board members in a manner in which the Fellowship would concur that their interests and concerns are being respected and addressed.

**QUALIFICATIONS:** Must be a contributing member of the Fellowship with a history of participation in leadership positions, preferably as President-elect, who exhibits a positive attitude about the Fellowship and its ministry. Has people management skills, understanding of the big picture, a grasp of the Fellowship's mission and vision and the ability to communicate this vision

**OVERALL RESPONSIBILITIES:** In addition to fulfilling the general duties of a member of the Board of Trustees, the governing body of the Fellowship, the President shall serve as chair, and provide leadership to that body and the Fellowship. Represent the Fellowship on all appropriate occasions, preside over all business meetings of the Fellowship and meetings of the Board, see that decisions of the Board and/or the Fellowship are carried out and be responsible for long-range planning.

### **FUNCTIONS:**

1. Lead the operations of the Board, preside at Board meetings and meetings of the Fellowship.
2. Represent the Fellowship on all appropriate occasions.
3. Ensure that the business of the Board and/or the Fellowship is carried out, including signing contracts on behalf of the Fellowship in accordance with the By-Laws.

4. See that appropriate and timely appointments are made by the President and/or the Board, including to the Personnel Committee and Finance Committee.
5. Oversee long range planning
6. Coordinate all capital projects.
7. Keep the Board apprised of important events/issues and see that official calendar is well maintained.
8. Train the President-Elect for succession.
9. Meet regularly and coordinate with the minister.
10. Write periodic articles for the E-News.
11. Facilitate the transition of outgoing and incoming Board members.
12. During the year following his/her term in office, serve as Past-President.

RESOURCES: By-Laws, especially Article IV. Section B. Paragraph 5a.  
Policies and other relevant documents Board/Program Council  
Notebook UUA website and training Long Range Planning Survey Data