

CHAIRPERSON

April 2007

Role: To facilitate and oversee all formal Fellowship activities in keeping with the Mission Statement, Bylaws, and Congregational Handbook.

Responsibilities:

- Preside over monthly Executive Board meetings.
- Call other Executive Board meetings as needed.
- Preside over annual congregational meetings and other special congregational meetings.
- Prepare meeting agendas.
- Appoint someone to take minutes if the Secretary and Fellowship Administrator are both absent.
- Review all Executive Board meeting minutes.
- Submit a column to the Fellowship Administrator for the newsletter by the 15th of each month.
- Submit information for Sunday bulletin by noon on Thursday, as needed
- Coordinate mail pick up, review and distribution with Treasurer (from PO Box 910 and Fellowship mailbox).
- Review nominations and appoint committee chairs as needed.
- Communicate regularly with committee chairs, while delegating responsibilities to appropriate Board members and other Fellowship leaders.
- Respond to members' questions, concerns, and ideas.
- Encourage individual member's involvement in Fellowship activities.
- Promote Fellowship well-being and growth.
- Represent the Fellowship with other organizations.
- Communicate regularly with the minister.
- Communicate with District and National UUA offices as needed.
- Submit UUA District/National paperwork and reports as needed.
- Support long range planning activities.
- Encourage committee activities to achieve established long-range goals.
- Submit expenditures to the Treasurer within 30 days.
- Keep administrative expenses within budget.
- Provide input for annual budget development.
- Facilitate an end of year evaluation of Executive Board activities.
- Orient new Chairperson as needed.
- Transfer materials to new Chairperson as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing, including a report on what was done that year for historic archive purposes.