

PAST CHAIR

June 2009

Role: To advise the Chair and Vice Chair as needed; assume Chairperson duties in the absence of the Chair and Vice-Chair; serve as counselor to the Chair regarding important initiatives and decisions as requested.

Responsibilities:

- Attend monthly Executive Board meetings.
- Preside over Executive Board in the absence of Chairperson and Vice-Chair.
- Assume Chairperson authority in the absence of the Chairperson and Vice-Chair
- Consult with Minister regarding important congregational issues.
- Promote Fellowship well-being and growth.
- Attend special congregational meetings.
- Advise Chair as needed.
- Submit items to the monthly Executive Board meeting.
- Transfer materials to Chair that are relevant to current year.
- Review monthly Executive Minutes.
- Attend all Executive Board retreats.
- Serve as Chair of the Nominating Committee to select Executive Board candidates.
- Serve on Long-Range Planning Committee.
- Participate in annual budget development, and attend Finance Committee meetings.
- Respond to members and friends questions, ideas and concerns.
- Perform special projects when requested by Chairperson.
- Submit announcements to Newsletter on schedule set by Administrator.
- Participate in year end evaluation of Executive Board activities.
- Submit materials to Administrator for filing.
- Submit expenditures to Treasurer within 30 days.