

## **JOB DESCRIPTION**

**Job title: Vice President**

**Works collaboratively with: Senior Minister and Board of Trustees**

### **A. General Description of Position**

The Vice President of the Board of Trustees has the responsibility for the activity and overall operations of the ministry in the event the President is unable to fulfill their role, including the responsibility to uphold the spiritual purpose of the ministry, and to work towards transforming the ministry from minister centric to mission centric. At all times, the Vice-President is to uphold the wellbeing of the ministry through full filling the Mission of “Transforming Lives, Inspiring People to Make a Positive Difference in Our World” along with the spiritual cooperative within our community of members.

And in the areas of fulfilling the above intention the following areas of accountability are identified.

### **B. Duties and Responsibilities**

**In the area of Meetings, we count on the President for:**

- Connecting with the President on a weekly basis to be updated on business of the Board of Trustees.
- Ensuring that the Senior Minister is sending out renewal letters to Congregants in December of each year.
- Presenting to the Board of Trustees for approval the names of new members that have joined the Church.
- Reviewing policies, in July, for any that may need revisions or updating and present them to the Board of Trustees for discussion.
- Assuming tasks as delegated by the President and completing them in the timeframe agreed upon.

Holding this Executive Position does not preclude being accountable for all the areas listed for the General Board Member.