

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: President of the Congregation

Service Opportunity Brief Description:

The President of the Society is the chief officer of the congregation. The president presides at Board meetings, as well as all congregational meetings. The President works closely with the Minister, who supervises staff and provides leadership for the religious life of the congregation. In addition, the president works closely with the vice president and other officers to support the vision and mission of the Society. The president provides guidance to the Ministries and Operations Team, who are charged with day-to-day oversight of the various church ministries and operations. The President must also possess the skills and perform the tasks identified in the general Board of Trustee description, and work to promote the leadership and effectiveness of individual Board members and the Board as a whole.

Service Opportunity Detailed Description:

In addition to the key duties outlined above the president

- Maintains communication with the congregation;
- Insures that policies and decisions of the Board and the congregation are implemented;
- Represents the congregation at meetings and ceremonies outside of Albany UU, such as Hudson Mohawk UU events and UUA regional events;
- Helps to shape annual budgets, consistent with the congregation's long-range mission and goals;
- Act as agent of the Board in business matters such as negotiating contracts;
- Delegates work, as appropriate, to the Ministries and Operations Team, and other officers, the trustees and the minister; and
- Provides continuing program and administrative support to the minister.

The president is elected for a two-year term, which can be renewed with a maximum of 5 consecutive years served in the position. This service opportunity requires 20-25 hours per month on average over the course of a year, but can vary as circumstances demand, as well as individual approach to the role.

Length of Service Commitment: 2 years

This opportunity will enable you to get to know and interact in positive, productive ways with many in the congregation. This position supports leadership development and opportunities for deeper levels of service to the congregation. Close work with the minister also provides the opportunity for greater exploration of ministry, both within the congregation and in the community

Skills Needed:

This is a position of responsibility that requires strong communication skills, a willingness to listen and participate in group process, analytical skills and the ability to work effectively on and lead a team. This is leadership and ministry that must see both the forest and the trees. The president must be able to both engage in and facilitate short- and long-term visioning and planning. The President must be able to communicate group decisions positively, regardless of one's personal position.

Training, assistance, and safety requirements:

The best way to learn about the job of president is to have served previously in the role of vice president, or in another officer role.

Number of positions available: 1

Key words: