

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Vice President of the Congregation

Service Opportunity Brief Description:

As the second in command under the President of the congregation, the Vice President consults and works closely with the President on an ongoing basis. The President will delegate responsibility to the Vice President based on the relevant skills and interests of these two officers who lead the congregation. The Vice 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:

The Vice President acts in the absence of or at the request of the President. At such times, the Vice President has all the powers and functions applicable to the President. The Vice President serves as a member of the Board of Trustees. Ideally, during their term(s), the Vice President is preparing to become President. However, the Vice President does not always move from that position to serve as President.

The Vice 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 approximately 9 hours per month on average over the course of a year, although this can vary depending delegation by the President.

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.

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 Vice President must be able to both engage in and facilitate short- and long-term visioning and planning The Vice 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 role of Vice President is to have served on the Board of Trustees previously.

Number of positions available: __1__

Key words: