

## **JOB DESCRIPTION**

**Job title: President**

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

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

The President of the Board of Trustees and the Board of Trustees as a whole has the fiduciary responsibility for the activity and overall operations of the ministry, the responsibility to uphold the spiritual purpose of the ministry, which is to transform lives, and to work towards transforming the ministry from minister centric to mission centric. At all times, the 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:**

- Scheduling and attending Board of Trustees’ meetings once a month and scheduling and attending special Board of Trustees’ meetings, as necessary.
- Presiding at all Board of Trustees’ meetings including the regularly scheduled monthly meeting and any special scheduled ones.
- Creating the Board of Trustee’s meeting agenda with the Senior Minister.
- Presiding at the Annual Membership meeting the 3<sup>rd</sup> Sunday in February, and all other scheduled membership meetings.

#### **In the area of Relationship with Congregation, we count on the President for:**

- Appointing members of and liaisons from the Board of Trustees to the Board Ministry teams with the approval of the Board of Trustees. The teams include but are not limited to the Hurricane, Emergency, Legacy, and Community Outreach teams.
- Seeing to it that the Board of Trustees’ update is presented monthly.

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

- Creating the yearly budget with the Senior Minister and the Treasurer.
- Signing papers and documents on behalf of the ministry as may be necessary.
- Signing checks every week.
- Collaborating with Citizens First Bank, interacting regarding church financials.
- Updating Florida Not for Profit Corporation Annual Report in March after the Annual Membership meeting.
- Planning any Board of Trustees’ retreats or workshops with the Senior Minister.

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