

## ELIOT INSTITUTE BOARD MANUAL

### PRESIDENT

**ELECTION:** The President shall be elected in even numbered years, the first regular election occurring in 2004. During the first year of the three year term s/he will be designated “President-Elect”.

### **RESPONSIBILITIES:**

The President shall preside over all Board meetings and shall assure the ongoing business of the Institute is carried out. In the absence of the President, the President-Elect or the Vice President - Communications may conduct the Board meeting.

While each of the following is intended to be responsibility of the President, it is understood that any may be delegated.

- ☞ Ensure that the business of Eliot Institute is conducted legally and in accordance with the Mission Statement, the Code of Ethics, the By-laws, the Policies and Procedures of Eliot Institute, and generally accepted business practice.
- ☞ Prepare Board Meeting agendas in consultation with the Administrator(s), Board Secretary and Executive.
- ☞ Convene and preside at all regular and special meetings of Eliot Institute and the Board of Directors.
- ☞ Ensure that liaison between Eliot Institute and the Seabeck Board of Directors, PNWD, PNWD Ministers’ Association, and the Council of UU Camps and Conferences is maintained.
- ☞ Ensure that Eliot Institute is publicized and represented wherever and whenever the Board deems necessary.
- ☞ Ensure that competent and responsible Board Staff are appointed; and supervise the activities of Board Staff.
- ☞ Ensure that Eliot Conferences are planned and conducted in accordance with the Mission Statement, Code of Ethics, By-laws, and Policies and Procedures of Eliot Institute.
- ☞ Ensure that competent and responsible Deans are recruited, do their job, and report to the Board at the first Board meeting following the conference.
- ☞ Ensure that Board liaison with Deans and program speakers is maintained.
- ☞ Select and hire youth program leaders as approved by Board.
- ☞ Ensure applications for financial assistance are acted upon by the RARA Advisory Group.
- ☞ Attend and serve, or designate a Board member to attend and serve, as Board liaison at each Eliot conference.
- ☞ Ensure that current By-laws, Eliot Institute Mission Statement and Values are conspicuously posted at the beginning of, and for the duration of, each Eliot conference.
- ☞ Convene and chair a Board meeting when deemed necessary at any Eliot conference.
- ☞ Convene and chair a virtual business meeting of Eliot Institute between board meetings as needed.
  
- ☞ Ensure that elections to the Board of Directors and Nominating Committee are held in accordance with the By-laws of Eliot Institute.
- ☞ Maintain a list of prospective conference staff, and assist the Deans, where required, in the

selection of conference staff.

- 👉 Assist the Board Secretary in updating policy and procedures computer files and manuals.
- 👉 With the Executive/Personal Committees, give feedback to the staff regarding their performance annually..
- 👉 Attend or send designate to daily camp staff meetings.
- 👉 Responsibility to provide contract with Speaker and Deans.
- 👉 Chair the Executive and Personnel Committees.
- 👉 Sit as an ex-officio member of the Leadership Development and Nominating Committees.

Revised November 2006