

### **Vice President job Description**

The primary responsibility of the Vice President is to Assist and Support the President of Council and all Committee chairs in seeing that the long-range goals of the church are carried out.

Additionally the Vice President will:

- Support all duties listed for the President of the Church Council (See above)
- Submit monthly information from Council Meetings to the weekly email editor / Administrator. This should be done in a timely and accurate manner, in collaboration with the Secretary of Council.
- Chair the Personnel Committee.
- Work to update and move forward the vision of UCCEG. Work with Council and any task forces to review the progress toward the Benchmarks adopted in the Annual Meeting 2023. Review progress and maintain a forward looking plan for the long-term health of the Church.
- Sit on the Finance Team and work with the Fundraising Task Force
- When there is a function Pastoral Relations Committee, ensure the Pastoral Relations Committee is meeting regularly to support the Pastor (no reporting of content, purely frequency and effectiveness)