January 2026

PRESIDENT POSITION DESCRIPTION

Purpose of Position:
To provide leadership and ensure the Board acts faithfully as the fiduciary agent of the church, accountable to the mission of the church as well as the congregational body.

Term of Office:
One year as President, three years on the Board. A new Vice President is elected each year at the Annual Congregational Meeting; that person fills the office of President after one year, and after two years they fill the office of Immediate Past President.

Responsibilities:
- Preside at meetings of the congregation.
- Convene 1-2 board meetings per month and additional meetings as necessary, for budget development or other topics. Board meetings are generally held online. Prepare the agenda for each Board meeting and preside at meetings.
- Ensure open communication within the Board and with the congregation.
- Be the point person by directing individuals to the correct board member, committee, team, staff member, etc. and serve as a sounding board for congregational concerns.
- Assess emerging issues and facilitate resolution where appropriate.
- Work closely with the Minister to help St. John's mission become reality.
- Work closely with the Vice President to support a smooth transition to the next Board.
- Serve as chief administrative officer of the congregation to sign contracts, etc.
- Plan and facilitate, with the Minister, the annual Board retreat.
- Assign members of the Board as liaison for committees of the Board and committees of the congregation, including but not limited to Personnel Committee, Safe Congregation Committee, Outreach Committee, and Committee on Ministry. Liaison responsibilities may be shared between Vice President, President and Immediate Past President, and/or other board members; assignments are determined by interest, experience and other responsibilities. The goal for liaisons is to maintain Board/Committee communication, with liaison attendance at committee meetings as needed.
- Perform other duties as specified in the bylaws.
- The President is a non-voting board member, except in the case of a tie.

Gifts Required:
- Good communication skills
- Openness to new ideas
- Support and encouragement for others
- Facilitation of group process
- Tact and flexibility
- Follow through regarding responsibilities
- Organizational and planning skills
- Willingness to be a public presence

- Ability to use communication tools effectively

Amount of Time Required: 10-20 hours per week as president, including meetings

When Ministry is Performed: Year-round, almost daily. Heaviest during the fall for initiatives and spring for budgeting.

Training Provided: Serving as Vice President and from Immediate Past President. UUA resources on leadership and board development.

Responsible to: Board, Congregation and Minister

Support Provided by:
- Vice President
- Immediate Past President and previous presidents
- Other Board members
- Minister

Last revised: January 2026