

1) Responsibilities outlined in the by-laws

- a) Serves a one-year term as President, taking office upon election.
- b) Serves a one-year term as Immediate Past President.
- c) Convenes special meetings of the Board as needed.
- d) Serves as chair of the Board.
- e) Presides at all business meetings of the congregation.
- f) Represents the church on all appropriate occasions.
- g) Appoints three members to the Nominating Committee **at least 60 days** before the annual business meeting. One member will be the Vice-President and at least one member is not on the Board.
- h) Performs such other duties as usually pertain to the office.
- i) Serves on the Executive Committee of the church.
- j) Appoints three members to the Financial Review Committee **no later than June 15**.
- k) Appoints delegates to meetings of the Unitarian Universalist Association of Congregations (UUA) and the Mountain Desert District of the UUA.

2) Board of Directors meeting responsibilities

- a) Meets with the Minister and Vice-President to set the agenda, usually the week before the meeting.
- b) Distributes the agenda and attachments to the Board.
- c) Uses Robert's Rules of Order to run the meeting.
- d) Attends the majority of Board meetings and retreats.
- e) Has voting privileges within the Board.

3) Financial responsibilities

- a) Arranges for the signature card on file at the bank to be updated **as soon as possible** after new officers are elected/appointed.
- b) Signs checks drawn from the church's account(s).

4) Personnel responsibilities

- a) Arranges meetings to review and sign contracts with church staff **in June** when contracts are renewed, and at other times when contracts are begun.
- b) Keeps back-up key to personnel files.

5) Communication responsibilities

- a) Writes a column for the monthly Focus (newsletter).
- b) Creates schedule for board members to provide welcome/count/close at Sunday services.
- c) Provides welcome/count/close at Sunday service on a rotating schedule.
- d) Reads and responds to email on a regular basis.