

## **HAMILTON CONFERENCE PRESIDENT-ELECT**

### **JOB DESCRIPTION**

#### **Purpose:**

The President-Elect spends a year, or two years following a General Council year, learning about the Conference and the issues it is facing by participating in Conference Executive and consulting and working with the current President.

#### **Mandate:**

- The Conference may (Sec. 4 30(b)) elect a President-Elect who shall normally succeed to the office and be installed at the next annual meeting.
- The President-Elect shall succeed to the office to complete the unexpired term of the predecessor, and then continue in office in the succeeding term.

#### **Tasks/Responsibilities:**

- Attend meetings of the Conference Executive.
- Attend meetings of the Agenda and Business Committee.
- Shall sit as a member of the Agenda and Business Committee at the annual meeting.
- May represent the President at events which the President is unable to attend.
- Attend as a Commissioner the meeting of the General Council if held during term of office.
- Offering the courtesies and appreciations at the Conference's annual meeting.
- Other tasks as assigned by the Conference.

#### **Reporting Relationships:**

- The President-Elect reports to the Conference and its Executive/or Sub-Executive.
- Consults with the President and/or the Executive Secretary of Conference.

#### **Skills Required:**

- Good humour.
- Ability to chair meetings with grace and efficiency.
- Ability to articulate positions taken by Hamilton Conference and the United Church of Canada.
- Ability to delegate tasks; ability to discern and make use of the skills of other members of the Conference's Executive, its staff and volunteers.
- Ability and willingness to speak publicly.
- Knowledge and experience of the wider United Church.
- Ability to remember and rehearse the covenants and policies of the United Church of Canada and Hamilton Conference.
- Ability to work with current President in office.
- Ability to do some thinking and dreaming about a presidential theme for the term in office as President.

#### **Orientation/Training:**

- Provided through coaching/mentoring of the current President and the Executive Secretary.

#### **Other Available Resources:**

- Members of Conference's staff.
- Wisdom of Past Presidents

#### **Benefits to Person Holding the Position:**

- Seeing the church from a wider perspective and learning from a highly divergent group of individuals and groups within the church.

#### **Benefits to Church:**

- The year of watching prepares the President-Elect to be better able to lead the Conference during his/her term as President.