

Program Council Chair & Program Council

PROGRAM COUNCIL CHAIR (PC Chair):

The PC Chair is not meant to replace the entire Management Team. Instead, the PC Chair will coordinate and communicate activities between the PC and Board of Trustees (BoT), and will share programming and policy work with the other 7 members of the Program Council. This structure, as well as making this a non-renewable position (3-year maximum), is meant to help prevent burnout in this important leadership position.

Selection: The PC Chair is vetted by the Nominations Committee and elected by the congregation at the Spring meeting.

Terms: 3-year term, not renewable

Responsibilities and Duties:

- Serves as liaison between BoT and PC and coordinates PC efforts with BoT
- Sets PC agenda and convenes and chairs PC
- Convenes annual gathering of committees and clusters to select liaisons
- Submits PC budget package and helps Finance Team modify it for the church budget

Time Commitment:

- Monthly Board of Trustees meetings (2 hours)
- Monthly Program Council meetings (approx. 1.5 hours)
- Semi-annual member meetings (1+ hours)
- Executive Committee meetings as needed
- Cluster or committee meetings as needed
- Finance meetings as needed

PROGRAM COUNCIL:

Selection: Consists of 7 Liaisons and a PC Chair; Liaisons are elected by their like-minded committees (i.e. clusters).

Terms: Liaisons are elected to 1-year terms at an annual meeting of the PC (maximum of 3 consecutive terms for Liaisons).

Responsibilities and Duties:

- Manages day-to-day programming that fulfills the vision/mission as determined by the BoT
- Interprets and implements church policies set by the BoT
- Reviews programming and its scheduling to minimize conflicts and overlapping
- Develops procedures to make it easy to initiate a new program
- Collaborates with Nominations Committee, Membership Associate and Membership Committee to provide leadership training and opportunities for volunteers
- Reviews and modifies cluster budgets for PC Chair to submit to Finance Team
- Conducts or arranges for at least one volunteer recruitment event each church year
- Provides orientation to new liaisons and assures copies of relevant and up-to-date policies are provided to each Liaison successor at the beginning of their term
- Ensures the maintenance of current responsibility descriptions and policy records for the PC (representing all Liaisons, Committees, and Task Organizers)
- Ensures that minutes of Council meetings are taken and distributed.

Time Commitment:

- Monthly PC meetings (approx. 1.5 hours)
- Liaisons will also meet at least quarterly with their clusters.