

DUTIES OF COUNCIL CHAIR

1. Chair monthly meetings.
2. Reserve office meeting room for every third Tuesday from 7:00 PM to 8:30 PM. Changes may occur in the schedule, so cancel and reschedule as necessary.
3. Coordinate and review meeting minutes with recording secretary, then Email to all council members as soon as possible after meeting. Dorothy is good about forwarding the minutes by the weekend following the meeting.
4. Meet with the pastor at least one week prior to monthly meeting to set up agenda. Receive input from other council members as to possible agenda items. Email agenda to members 4-5 days prior to meeting.
5. Appoint Gospel reader for each meeting (the best time is at the meeting just after the reading allowing time for review).
6. Conduct meeting in timely manner, being aware of the time constraints.
7. Appoint sub-committees when extra time is needed for agenda items.
8. Make certain Council members contact their staff assignments at least once a month. Reports can be sent to all members prior to the monthly meeting by Email for review to save time.