

SAINT MARK'S EPISCOPAL CATHEDRAL

Council Policy #3

ROLE DESCRIPTION: CHAIRS OF COMMITTEES AND COMMISSIONS

Approved by the Council on 10/16/2014

Skills required

- * A passion for the mission and ministries of St. Mark's Cathedral.
- * Appropriate expertise and experience with the type of work the particular Committee or Commission has as its focus.
- * Organizational and leadership skills, ability to set agendas, establish goals, chair committees, and preside over productive meetings.
- * Good verbal and written communication skills combined with an ability to work with others, clergy, staff, volunteers and fellow Council members alike.
- * An ability to envision and act in the interests of the church's "big picture" coexisting with an attention to detail.
- * The social skills and ability to hold others and be held accountable. A track record of and commitment to professionalism.

Term and Requirements

- Must be a current member of the Council
- Must have served one year on the Council and on the Committee/Commission before being appointed to Chair.
- Term of service is one year. May be reappointed at the pleasure of the Council.
- Appointed by Senior and Junior Warden and approved by the Council

Duties

- Schedules and chairs meetings of the Committee/Commission
- Sets meeting agendas
- Prepares annual work plan and manages the work of the members
- Manages Committee/Commission relationship to Decision Process Chart
- Assigns work and appoints subcommittees
- Prepares meeting notes and reports to the Council, periodically.

- Recruits non Council members of the Committee/Commission
- Brings action items and requests for approval to other Committees/Commissions and the Council
- Fosters participation by all Committee or Commission members
- Conducts business in a manner that promotes openness and transparency in governance or programs.
- Promotes leadership development within members of the group