

Job Description for Synod Council Officers

Volunteer Position: **Vice President of NEP Synod**

Purpose of Position: To serve as chair of the board of directors of NEP Synod

Term of office: 4 years

Responsibilities and Duties: As outlined in Synod Constitution particularly Chapter 8

Time Required: 4 meetings per year; plus time serving on a related Committees
July (one day retreat), October (3-6 pm), January (3-6 pm), March (3-6 pm);
locations vary throughout the Synod

Attendance at Synod Assembly is required.

Qualifications and Skills:

Must be a voting member of a Synod congregation

Must be a lay person

Note: NEP Synod Constitution Chapter 9 requires that background checks need to be completed for all officer nominees.

Volunteer Position: **Treasurer of Synod**

Purpose of Position: To manage all finances of this Synod

Term of office: 4 years

Responsibilities and Duties: As outlined in Synod Constitution particularly Chapter 8

Time Required: 4 meetings per year; plus time serving on a related Committee
July (one day retreat), October (3-6 pm), January (3-6 pm), March (3-6 pm);
locations vary throughout the Synod

Attendance at Synod Assembly is required.

Qualifications and Skills:

Must be a voting member of a Synod congregation

May be a lay or clergy person

Note: NEP Synod Constitution Chapter 9 requires that background checks [including a financial background check for treasurer] need to be completed for all officer nominees.

Job Description for Synod Council

Volunteer Position: Member of Synod Council

Purpose of Position: To serve as a member of the board of directors of NEP Synod

Term of office: 3 years, 2 years for youth

Responsibilities and Duties: As outlined in Synod Constitution particularly Chapter 10

Time Required: 4 meetings per year; plus time serving on a related Committee
July (one day retreat), October (3-6 pm), January (3-6 pm), March (3-6 pm);
locations vary throughout the Synod

Attendance at Synod Assembly is not required. However if you are not a voting member for a congregation you are encouraged to attend with privilege of "Voice and Vote." Financial assistance is available for the registration fee.

Qualifications and Skills:

Must be a voting member of a Synod congregation

Willing to assume fiduciary responsibility for the governance of this Synod