

Presbytery Cabinet Chair Checklist

Daily

- Check and respond to email and phone calls

Weekly

Monthly

- Chair the Executive Team:
 - Call meeting according to set schedule (or call special meeting using doodle.com) and set agenda for Executive Committee with input of others as needed
 - Prior to meeting, contact Executive Team members to follow up on any assignments they have agreed to do
 - Facilitate the meeting
 - Circulate minutes of Executive Team to all members
 - Follow up on anything you have agreed to do
 - Touch base with Executive Team members after meeting to review assignments they have agreed to do
- Preside over meetings of the Cabinet as a member with vote (BL 3.1.4)
 - Call meeting
 - Draft Cabinet agenda for Executive Team review
 - Call meeting and distribute Cabinet agenda on behalf of the Executive Team
 - Prior to meeting, contact Cabinet members and others, especially the chairs of subcommittees and Cabinet Task Forces,
- follow up on any assignments they have agreed to do
- follow up on reports to Cabinet that are due
 - Follow up on anything you have agreed to do as Cabinet Chair
 - Touch base with Cabinet members and others, especially the chairs of subcommittees and Cabinet Task Forces, after meeting to review assignments they have agreed to do
- Communicate with individuals (or congregations) regarding actions of Cabinet (except in relation to grants which are communicated by appropriate sub-committee)
- Communicate with committees or teams regarding actions of Cabinet
- Signs vouchers for Cabinet members
- Ensure Cabinet sub-committees are maintaining communication with the Cabinet;
- Serve as President of the Trustees (BL 6.7.5)
 - Bring to the Presbytery Cabinet any Trustee-related matters that need the action of Cabinet who also serve as the Trustees of the Presbytery
 - Sign official documents that require the signature of the President of the Trustees

Four Times a Year

- Prepare Cabinet Report to Assembly with assistance of the Stated Clerk who serves as secretary of the Cabinet
- Attend Presbytery Assembly as member with vote

Quarterly

- As President of the Trustees, review quarterly loan reports from Presbyterian Investment and Loan Program (PILP) ---- Delegated to Finance sub-committee chair

Annually

- Attend Annual Cabinet Leadership Retreat
- Send in attendee list to Board of Pensions, of persons to attend BOP Regional Consultations [Chair of COM, Chair of CPM, BOP liaison or another COM member or Personnel Chair and Cabinet Chair] (consultations in April or May)
- Prepare or assign article for annual Mission Yearbook in January as requested by GA
- Represent Presbytery at BOP regional consultations in Executive Presbyter slot (April or May)

Biennially

Occasionally

- Attend special called meetings of Presbytery
- Serve in the absence or at the request of the Vice-Moderator or Moderator (BL 3.1.7);
- Respond to surveys from the national church