

Executive Team Checklist

Daily

- Check and respond to email and phone calls

Weekly

- Provide for editing of Thursday Thoughts
- Promote communication

Monthly

- Participate in meetings of the Executive Team;
- Finalize Presbytery Cabinet agenda
- Participate in meetings of Presbytery Cabinet

Four Times a Year

- Finalize Presbytery Assembly agenda
- Attend Presbytery Assembly

Quarterly

Annually

- Devise a process for regular communication to members of PSV;
- Recruit and train a Copy Editor for Thursday Thoughts [Communications/Media Specialist performs if adopted]
- Organize orientation and annual planning for Presbytery leadership, i.e., members of Cabinet and Committee Chairs [joint general orientation using materials in leadership handbooks reviewing such matters as presbytery mission, chair expectations, calendar and reporting, and financial matter) and then Cabinet orientation]
- At annual Executive Team organizational meeting decide contact persons for different entities outside PSV;
- Review the punch list for those contact persons;
- Provide contact with Presbyterian Disaster Assistance (PDA)
- Update Leadership Handbook as needed
- Prepare annual Cabinet leadership retreat

Biennially

Occasionally

- Act on requests for Presbytery leadership development when time is of the essence or bring request to the Cabinet
- Appoint an investigating committee, a committee of counsel or a response team (BL 6.6)