

EMMANUEL LUTHERAN
CONGREGATION COUNCIL OFFICER

June 9, 2020

VICE PRESIDENT

Duties and Responsibilities

- Preside at meetings of the congregation, executive committee or council at the request or in the absence of the president.
- Perform the duties of recording secretary in the individual's absence.
- Actively aid the president in the administration of office.
- Ensure that the incorporation of the congregation, tax exemptions, etc. is in good standing.
- Acts as the Congregation Council's parliamentary, policy, and procedure adviser.
- Assume other duties as assigned by the Congregation Council.