



Individual Job Descriptions of the ECD Board

ECD President

Apart from the duties as outline in the ECD By-Laws, the President is called upon to lead – which means to try to inspire the organization to have a vision as to what it is about, to see the realistic goals are clearly articulated and pursued. As President he or she is clearly the representative or spokesperson for the organization in the ordinary course of events, although the task may be delegated appropriately. The President is also to some degree a pastor to the ECD clergy.

By ECD By-Laws provision, the President may be either a lay or clergy member of the Episcopal Conference of the Deaf. He or she chairs the meetings of the Board of Directors (except when a meeting is called on the request of 3 members of the Board in accordance with Article IV, Section V(b)), and is ex-officio a member of all committees, and has authority to call special meetings of the Board.

The By-Laws further state that the President has authority to call a Convention at a time or place in accordance with the wishes of members of the previous Conventions or of the Board. He or she has the responsibility of appointing a committee on Credentials, and with the approval of the Board, a Nominating Committee and such other Committees as may be needed. Further, the President is to give a summary of activities to each convention along with an address making recommendations that he or she believes necessary for the good of the ECD.

Vice President

The Vice President may be either a lay or clergy member of the ECD. He or she assists the President in the dispatch of business at ECD Conventions. In the absence of the President due to illness or other emergencies, the Vice President is to carry out the President's duties, including that of presiding at conventions.

The Vice President may also be assigned special projects by the President or Board.

In addition, the Vice President has traditionally served on or chaired the By-Laws Committee. He or she assists in the program and work of the EC and performs such duties as designated by the President.

Traditionally, the Vice President has been in charge of the awards that are given out at ECD Conventions. This responsibility includes reminding the ECD leadership and members about the various awards, announcing deadlines for recommending award recipients and bringing the recommendations to the Board for action. He or she will order/acquire the awards, announce the awards at Convention and send awards to the recipients not present at the Convention.

Secretary

The Secretary may be either be a lay or clergy member of the ECD. Because he or she is charged with taking minutes and helping with correspondence, the Secretary must have good written English skills. In recent years, he or she has taken minutes at the Board meetings and Conventions on a laptop computer and distributes drafts of the minutes at the end of the meetings. The Secretary then prepares a final, edited copy of the minutes and sends them to Board members, and in case of Convention minutes, the minutes are sent to the person in charge of producing the Convention Proceedings.

In addition to taking minutes and helping with correspondences, the Secretary may help in the preparation of agendas for Board meetings and Conventions and sees that the Convention proceedings are sent out to those designated in the By-Laws. He or she collects materials distributed at Convention (such as resolutions, officer reports, By-Law changes, workshops, etc.) and sends these materials to the person designated to produce the Convention Proceedings. The Secretary may appoint an Assistant Secretary to help with Convention Duties.

Treasurer

The Treasurer may be either a lay or clergy member of the ECD. He or she must be a detailed oriented person! The Treasurer shall keep an accurate record of all receipts and disbursements of moneys in his or her custody. He or she must comply with all regulations imposed upon such office by Canon Law of the Episcopal Church as well as pay all bills authorized by the ECD in Convention or approved by the Board of Directors between Conventions. The Treasurer will prepare and submit to Convention an annual report, prepare and submit monthly reports for the Board and other designated persons, write acknowledgments to contributors of any donations and write and send quarterly checks to ECD grant recipients.

He or she will prepare an annual budget; prepare an annual report on the expenses of the Deaf Episcopalian and deposit contributions and interest payments into the appropriate accounts. The Treasurer will file IRS 1099 forms for any person paid for services to the ECD (interpreters, coordinators, fund raisers, etc.).

Members at Large

The two Members at Large of the Board of Directors may be either lay or clergy members of the ECD. These positions were created to help the Board with its work and are full members of the Board. The Members at Large are assigned tasks according to their gifts and skills. They are to report on their work as appropriate at Board meetings and at Convention.

Chaplain

A Chaplain is selected by the Board as spiritual adviser. Only clergy from the Episcopal Church or partner denominations in communion with the Episcopal Church shall be eligible for this position.

The Chaplain shall encourage and equip the Board spiritually, serve as adviser on church teachings and Canon Law, and share in the program and work of the ECD. On occasion, the Chaplain is assigned tasks according to his or her gifts and skills