

Massachusetts Conference, United Church of Christ
ANNUAL MEETING COMMITTEE 2013

Volunteer Job Description

POSITION:	Member of the Annual Meeting Committee
TYPE OF WORK:	<p>The Annual Meeting Committee is responsible for planning and directing the worship, business and program of the annual gathering of the churches of the Conference, as well as any special meetings of the Conference. The Annual Meeting is a significant opportunity to further the mission of the Conference (<i>“rooted in the Grace of God, to nurture local church vitality and covenant to make God’s love and justice real”</i>) and planning is carried out with attention to the current draft vision statement of the Conference Board and staff (www.macucc.org/vision)</p> <p>Committee responsibilities include proposal of meeting theme and speaker, locating a site for the meeting, and planning the order of time and events. Two major subcommittees plan 1) the worship and hospitality elements of the meeting and 2) the order and flow of business.</p> <p>The Annual Meeting Committee consists of the Moderator, Vice-moderator, and Secretary of the Conference, other members of the MACUCC Board of Directors as appointed by its Chair , and nine members elected by the Annual Meeting. All members of the Committee are voting members of the Annual Meeting.</p> <p>The Annual Meeting Committee meets at the Framingham Conference Center with subcommittees meeting as necessary. Subcommittee meetings may take place remotely as the work permits.</p>
COMMITTEE TERM:	Each committee member elected by the Annual Meeting serves a three year term. Elected members may serve no more than one full term as voting members without the lapse of one year between terms; however, former members may serve on an adjunct basis with permission of the Moderator. The terms of officers serving on the committee Ex Officio are governed by the bylaws of the Conference. The terms of Board members appointed to to the committee will be assigned by the Board Chair, within limits allowable per their terms on the Board of Directors.
SUPPORT OF COMMITTEE MEMBERS:	Members may be reimbursed for travel to meetings; meals are provided during the meetings. Staff support is provided to the committee by the Conference. New members receive orientation to the work of the committee.
ACCOUNTABILITY:	The Annual Meeting Committee is responsible to the Annual Meeting and to the Board of Directors of the Massachusetts Conference of the United Church of Christ.
QUALIFICATIONS:	It would be extremely helpful to have persons on the Annual Meeting Committee who have interest or experience in meeting

planning, hospitality, and/or worship in large group settings, and a willingness to plan and provide onsite support for all aspects of the meeting. Each member must be a member of a church which is a member of an Association in fellowship with the Conference.

2013-14 MEETING
SCHEDULE:

Meetings are scheduled at the convenience of the committee.

STAFF PERSONS:

Don Remick and Dawn Hammond