

SYNOD VICE PRESIDENT

Position Description

Qualities and Eligibility

Nominees for Synod Vice President should be deeply committed to the life and ministry of Christ's Church, especially as expressed through the Evangelical Lutheran Church in America (ELCA) and the Northeastern Ohio Synod (NEOS). The vice president shall be a voting, lay member of a congregation of the NEOS. Regular worship attendance, and generosity with their gifts of time, talent, and treasure are expected.

Nomination, Election, and Term of Service

The NEOS Nominating Committee shall nominate at least two persons for election to the office of vice president. Additional nominations may be made from the floor of the Synod Assembly.

Background checks and screening shall be required and completed for persons nominated as synodical vice president prior to their election, if possible; or as soon as practical after their election.

The vice president of the NEOS shall be elected at the Synod Assembly to a term of three years, and may be reelected to subsequent terms without limit. A majority of the legal votes cast shall be necessary for election. The term of office shall commence on the first day of the third month following the adjournment of the assembly at which they were elected and conclude when their successors begin service. For example, a June Synod Assembly would result in a September 1st start of term.

Duties

The vice president:

- Presides at meetings of the Synod Council and Executive Committee.
- Consults with the bishop in appointing members to the committees of the Synod Council.
- Confers with the bishop in the creation of agendas for Synod Council and Executive Committee meetings.
- Serves, at the invitation of the bishop or Synod Council, as a representative of the synod at synodical, conference, congregational, or other ministry events.
- Presides at the Synod Assembly as requested by the bishop.
- Serves as a voting member of the Churchwide Assembly, from the NEOS.
- Has a roll in choosing members to sit on the Consultation Committee, if needed.

Should the bishop be unable to serve, the vice president, after consultation with the presiding bishop of the ELCA shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again.

The vice president shall attend and participate in gatherings of synodical vice presidents as determined by the ELCA. The vice president is expected to attend an annual, regional meeting along with the bishop.

The vice president is responsible for nominating members to serve on the Bishop Election Committee approved by the Synod Council and to assist the Bishop Election Committee in its work overseeing the nominations process and election of the synod bishop.

Privileges and Accountability

The vice president:

- Serves as an officer of the NEOS
- Is accountable to the Synod Assembly and, in the interim, the Synod Council.
- Serves as a voting member of:
 - The Executive Committee of the Synod Council
 - The Synod Council
 - The Synod Assembly
 - The Churchwide Assembly from the NEOS delegation

Other

- The vice president should have experience as chair of a council or board, and possess a working knowledge of Robert's Rules of Order.
- The vice president should possess excellent oral and written communications skills, organizational proficiency, adeptness with electronic communications, and the ability to handle confidential information.
- Previous experience as a congregational president (or vice president), or other major responsibilities in a congregation will help the person be more effective as they serve in this position.
- The vice president should be versed in ELCA church structure.
- The vice president shall not receive a salary for the performance of the duties of the office.
- The vice president is financially responsible for a portion of the expenses associated with attending meetings of the Synod Council and the Executive Committee.