

Presbytery of Chicago
2021 Commission and Committee Training Video

Segment: Expectations: Moderators and Commission/Committee Members

Purpose: To share general expectations and specific responsibilities of moderators and members of commissions, committees, work groups (all presbytery entities).

Moderators:

Become familiar with the calendar/document provided by staff, *2021 Reports and Papers Deadlines PCC and Assembly*, for meeting and corresponding reporting dates and submission instructions.

Become familiar with and use (be more informal and relaxed as desired) *Robert's Rules of Order—In Brief* as per the Stated Clerk. Encourage members to do so as well.

Coordinate preparation of meeting dockets/agendas utilizing the **2021 Template for Commission Docket or Agenda** provided by the Stated Clerk.

Coordinate accurate preparation of meeting minutes and commission, committee or work group approval using the **2021 Template for Commission Minutes** provided by the Stated Clerk.

Submit yearly budget as per instructions from Stated Clerk/Treasurer. Groups overseeing grant funding, complete and submit the *Funds or Grant Expense Form* provided by the Stated Clerk/Treasurer for funds distribution.

ALL:

Make attendance at commission and committee meetings a priority as a part of your service to the presbytery. Members are encouraged to attend presbytery assembly meetings.

PA and PCC reports should consist of a summary of recommendations and actions as per meeting minutes, with background information as needed.

Coordinate and manage the Google Folder for documents (dockets/agendas, minutes, etc). Request additional support from assigned staff and/or Communications and Administrative Manager as needed.

Provide to assigned staff and Communications and Administrative Manager a calendar (yearly preferred if possible) of any presbytery sponsored events for inclusion in the presbytery calendar.

Provide to assigned staff and Communications and Administrative Manager content for presbytery website development and/or updates and for Presbytery Connect as applicable.