

## **PSEC Conference Consistory Member**

### **Position Description**

#### PSEC Constitution and Bylaws; Article VII

1. *The Conference Consistory shall consist of:*
  - a. *two persons nominated from each Association according to the guidelines of the Nominating Committee and elected at a regular meeting of the Conference to serve one renewable term of two years;*
  - b. *Conference Officers;*
  - c. *two youth or young adults nominated by the Conference Nominating Committee, ages 13 to 30, to serve as full voting members at-large of the Consistory (in accordance with the Pennsylvania laws of incorporation, Consistory members under the age of 18 shall have a voice without vote). The terms for these positions shall be two years, renewable once for a total of four years.*

Election for these positions are carried out at a Regular meeting of the Conference (usually in the spring) for a term of two years with the possibility of reelection to a second, two-year term.

#### **Position Duties**

- Attend bi-monthly meetings – traditionally on the third Saturday of every other month beginning in January, from 9:00 am – 12:30 pm (Jan, Mar., May, Jul., Sep., Nov.)
- Act in accordance with the PSEC Constitution and Bylaws.
- Participate in any special committee you have been assigned to, if any.

#### **Position Requirements**

- attend/travel to the following meetings:
  - Conference Consistory: held every other month beginning in January on the third Saturday of the month from 9:00 AM to 12:30 PM at PSEC Office or viz zoom.
  - Annual Conference Meetings: held currently in June and November; June being a three-day meeting at location determined and the November meeting being a one day meeting held at one of our local churches
- possess the following qualities representing a multi-talented individual:
  - a. knowledge/understanding of Parliamentary Procedure
  - b. personal and professional integrity
  - c. ability to maintain confidentiality
  - d. sensitivity and grace
  - e. ability to listen and sort out conflicting viewpoints; be an enabler to seek consensus
  - f. general knowledge of budget structure
  - g. a sense of humor
- hold active membership in a PSEC local UCC congregation