

VOLUNTEERING ROLE FOR TRINITY METHODIST CHURCH

Position Title: Chair of Finance

Main Responsibilities:

- Arranging Finance Meetings when required
- Attending the joint meetings with the Property team.
- Compiling the meeting agenda
- Communication with the other finance team members.
- Keeping the meetings focused and not over running the time allowed.
- Arranging a minute taker.

Time allowed each month to fulfil this role:

- Yearly process – 20-25 hours approximately

Skills needed:

- Understanding the financial needs of the Church
- Clear and methodical thinking.
- Communication skills.
- Team player.
- Not afraid to say what you believe.
- Time.

Enjoyable benefits:

- When the meeting runs smoothly
- Knowing that you are doing your best for the church.

Not so enjoyable benefits:

- The time this role can take.