

**PRESBYTERY OF GENEVA**  
**Position Description**  
**GENERAL COUNCIL CHAIRPERSON**

*(approved by General Council 4/9/19)*

**Chairperson of General Council (Past-Moderator):** The Chairperson of Council shall moderate the meetings of the General Council, whose purpose is to organize the life of the presbytery, holding the presbytery accountable to God's call to mission by coordinating the implementation of the presbytery's purpose, vision, strategy, and structure.

The Past-Moderator ordinarily shall serve as the chair of the General Council. In the absence of the chair, the current Presbytery Moderator will moderate the General Council meeting.

**Qualifications:** Teaching or Ruling Elder member of the Presbytery of Geneva

**Responsibilities:**

- Take leadership in ensuring the successful execution of the purpose and responsibilities of the General Council as outlined in the Manual of Administrative Operations
- Collaborate with the Presbytery Leader and Presbytery committee chairs in carrying out the above purpose and responsibilities.
- Plan meeting structure and agenda of General Council meetings.
- Preside over meetings of General Council.
- Collaborate with and maintains information flow of activities with Presbytery Moderator.
- Present related reports and action recommendations to Presbytery at meetings.
- Represent the Presbytery at events hosted by the ecumenical community, congregations, Synod of the Northeast, or General Assembly at the Moderator's request.
- Participate in the evaluation and accountability of the Presbytery Leader.