

## UTMCCF Committee 09/10 Roles

### **1. President**

- Plans, coordinates and directs the general welfare and improvement of UTMCCF.
- Shall oversee all executive meetings.
- Shall represent the Fellowship in external affairs (e.g. contact speakers, other groups and fellowships).
- Shall audit the financial report in conjunction with a member appointed by the committee.
- Reminds concerned parties to carry out decisions of executive meetings

### **2. Vice-President**

- Shall assist in the responsibilities of the president and take up the president's responsibilities during his or her absence.
- Is responsible for promotion of UTMCCF on campus.
- To promote interest in Christian literature and missions.

### **3. Secretary**

- Is responsible for all correspondence on behalf of the Fellowship.
- Takes minutes for all executive meetings and is responsible for the maintenance of all archival material including the constitution.
- Compiles and updates directory and makes it available to members and associate members of the UTMCCF.
- To make arrangements for worship leaders and chairpersons for public meetings

### **4. Treasurer**

- Prepares the annual budget of the Fellowship.
- Prepares long term and short term funding applications to UTSU.
- Keeps records of the accounts of the Fellowship.
- Is responsible for all acknowledgements of gifts to the Fellowship.
- Prepares a financial report each semester (every 4 months) that will be presented to the fellowship in the months of January, May, and September for the previous semester.
- Promotes, collects and distributes all funds needed for the work of the Fellowship.

### **5. Devotional Leader**

- To oversee the spiritual needs of the executive committee.
- To care for the spiritual needs of the brothers and sisters in the Fellowship.
- To coordinate the follow-up of brothers and sisters in the Fellowship.
- Oversees UTMCCF bible studies.

## **6. Worship Leader**

- To coordinate the praise and worship component of UTMCCF.
- Responsible for the preparation of music sheets, transparencies and the maintenance of the music equipments such as the keyboard.

## **7. Event Coordinator**

- Coordinates the non-bible studies meetings.
- Coordinates large events such as Christmas dinner and retreats in collaboration with the president.
- Shall coordinate all small groups such as the prayer group.
- Shall work in collaboration with the devotional leaders in overlooking small groups and maintaining accountability with small group leaders.

## **8. Caring Leaders (one male and one female)**

- To facilitate the environment of UTMCCF whereby fellowship can be more interactive and enjoyable between UTMCCF members and visitors.
- To arrange for ushers and general management details in preparation for public meetings.
- To make arrangements for refreshments, recreation when necessary.
- To make hospitality arrangement for short-term visitors to the Fellowship.
- Is responsible for caring for new comers to UTMCCF.