

## **CHAIR-ELECT**

April 2007

**Role:** To assist Chair as needed; oversee Fellowship Committees; and facilitate annual review and revision of job description folders.

### **Vice-Chair Responsibilities:**

- Respond to members' questions, concerns, and ideas.
- Assume Chairperson responsibilities when needed.
- Carry out special projects appointed by Chairperson.
- Provide support and leadership for all committees
- Serve as Chairperson of the Council of UUFM Chairs.
- Member of Program Committee.
- Facilitate annual review of Roles and Responsibilities. Seek input from current officers and committee chairs in February. Present proposed revisions to the Executive Committee for approval in April.
- Update Officer and Committee Chair folders annually (in April) as needed.
- Submit changes to Roles and Responsibilities to Fellowship Administrator for updating.
- Organize Fellowship workdays twice per year with participating committees.

### **Administrative responsibilities:**

- Attend monthly Executive Committee meetings.
- Attend special congregational meetings.
- Review monthly Executive Committee meeting minutes.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Make Sunday announcements as needed.
- Submit expenditures to the Treasurer within 30 days.
- Participate in annual budget development.
- Participate in end of year evaluation of Executive Committee activities.
- Orient new Vice-Chair as needed.
- Transfer materials to the new Vice-Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.