

UURMaPA Vice-President Job Description

The Vice-President fulfills the role of the President when that person is not available. Other aspects of the portfolio are flexible, and at present it includes a number of expected duties.

The VP serves as liaison to the annual UUA General Assembly, and should plan to attend GA (UURMaPA covers expenses). They are responsible for arrangements and participation in events that involve UURMaPA:

- All arrangements for a UURMaPA member luncheon that gathers members and hosts and welcomes new retirees and partners (see specific details below)
- Attendance at the Service of the Living Tradition, to sit with survivors of members who are honored.
- Attendance at the Survivor's Luncheon following SoLT.
- They may also take a lead role in proposing and implementing any workshops offered by UURMaPA during Ministry Days and/or the program segment of GA.

The VP selects and chairs a sub-group of volunteers to choose a recipient for the annual Creative Sageing Award, to be presented at the GA member luncheon if possible. The VP usually write up the citation for the presentation, which is also edited for publication in Elderberries.

Periodically, the VP works with the Treasurer to ensure that a financial review of the accounts is conducted.

Finally, The VP organizes peer support groups for retired ministers as well as other groups that may be requested and reasonable.

UURMAPA GA LUNCHEON - HOW-TO (Revised by Phyllis Hubbell January 2020)

Reserving Space

VP will receive electronic notice from GA planning, usually by mid or late December. If this doesn't happen, contact GA office. (Notice will likely be sent to most recent UURMaPA person they have on file for the luncheon. As of 1/2020 the G.A. Meeting Planner was Don Plante.)

Submit request for space to GA office as soon as possible after hearing from them. In 2019, that first solicitation for private events was in mid-December with a final deadline of January 31. Select the day after SoLT since UURMaPA Pres and VP will want to be at the Survivors' lunch that's held on the day of the SoLT. A back up date is requested, but there is no good one since many people leave the day after. The day of the SoLT is the best of the poor options for back up.

Usual attendance is around 40 to 60 people. Procure a room that fits up to 75; best to have one with round tables that seat no more than 8 people; also need podium, a couple of chairs and microphone.

GA office will assign space and notify contact person, usually by the end of February. You will then contact the hotel catering manager and get menus. Set a price to cover lunch cost,

tax, and service charge. Round up the price a bit to help defray cost of guest meals but be mindful that cost can be a prohibitive factor for many. Past VP Diane Miller recommended adding two dollars to the actual cost of all the items (not just the lunch). Lunch is in the budget so if we go over budget, there is a line item which will cover most if not all of the free lunches.

Select a menu that gives options for vegetarians, vegans, gluten-free folks.

Publicity

Write up a save-the-date article for the winter Elderberries and a full-length article for spring Elderberries including date, place, cost, etc. Set a deadline for receiving reservations around the end of May simply because most people know by then if they are going to GA.

Reservations

In late April, contact the Executive Administrator for Ministries and Faith Development, (currently Hagar Assi, 1/2020) at the UUA to request a list of all new retirees. Send email invitation to all new retirees to invite them and their partners to the luncheon as our guests, and let them know that you do need a response regarding whether they will attend. Send a follow-up email by the third week in May to any from whom you haven't heard.

Be sure to invite some guests from the UUA staff. Good to include members of Church Staff Finances and a department director.

Payment

Reservations by ongoing members should be pre-paid. Recently, the VP has asked members to send checks to them so they can monitor reservations, along with new members' RSVPs to attend as guests of UURMaPA. Ultimately, checks should be sent to the UURMaPA Treasurer. A week or more before the luncheon, the VP should confirm the number to the catering company. Recently, most people who attend are guests of UURMaPA. (In the future, some functions may be able to happen online.)

At the Luncheon:

Have someone at a desk outside the room to welcome people and check them off the list of attendees. Plan who will do welcome, conduct introductions, offer information, introduce and present Creative Sageing Award, etc.