

Job Description -At-Large Position 2: Assistant Connections Chair

Rationale: This At-Large Board position was created to be assigned as needed to assist UURMaPA in managing current leadership functions.

Duties currently include:

- Writes welcome notes for new members and partners when Intent to Retire forms are filed and notifies Area Connectors *Confirmed April 4, 2017*
- Apprises Area Connectors when a minister or partner dies.
- Assists the Connections Chair in finding new Area Connectors, and in other areas when needed.
- Assumes position of Obituary Coordinator (*added per Board decision Feb. 2019, to take effect Jan. 2020*). Tasks include: receiving death notices from the UUA and other sources, tracking member deaths and UURMaPA actions on a chart, posting notices on Announce, maintaining a file of all member obituaries by name and death date, and providing Obituary Editors and Conference In Memoriam leaders with information as needed. (*See details in Obituary Coordinator position description, posted separately on website under GOVERANCE.*)

Duties defined by the Board and amended April, 2017 and Feb. 2019. Additions May 2020 by Judy Gibson, former Obituary Coordinator.