

President Job Description

Rationale: The President represents the organization and its goals to members, to the larger UU community, and to the public at large, promoting and furthering its mission and reputation. The President monitors the Board and its members regarding fulfilling the UURMaPA Mission. They prepare the agenda, chair monthly on-line meetings of the Board and plan the annual in-person Board meeting. They represent the Board to members and other UU groups as needed.

Conferences – The President is expected to attend UURMaPA Conferences and the UUA General Assembly, with expenses covered by the budget. They lead meetings and offer reports at UURMaPA Conferences and GA gatherings. In consultation with planning teams, the President will select Odyssey presenters for all UURMaPA Conferences. For the annual in-person Board meeting, currently held prior to the winter Conference, the President invites appropriate guests from the UUA and UUMA.

General Assembly - The President attends the luncheon for newly retired ministers and, where possible, the one for families of deceased ministers. They represent UURMAPA at the Service of the Living Tradition.

Nominations – The President works closely with the Nominating Committee in selecting nominees to fill Board positions and possibly other vacancies as needed.

Other duties include:

- sending a welcome letter with UURMaPA brochure to new retirees
- writing condolence letters to families of those members who have died
- notifying the Treasurer when to send memorial gifts
- writing articles for Elderberries and for other publications as invited.
- preparing the annual financial appeal letter(s) to members twice a year.
- promoting educational programs for members and future members
- serving as liaison to specific off-Board annual appointees
- generally coaching others in their roles

Drafted by Judy Gibson, 3-18-2020

Revised by Diane Miller, current President, in consultation with past Presidents.