

**PRESIDENT
Board Member**
Greenville Unitarian Universalist Fellowship
1135 State Park Road • Greenville, SC 29609

MISSION STATEMENT:

To facilitate decision making with the support of fellow trustees in a manner in which the Fellowship would concur that their interests and concerns are being respected and addressed.

QUALIFICATIONS:

A person with a history of participation on the GUUF Board and committees or other Board experience who exhibits a positive attitude about the Fellowship and its ministry. This person would undertake difficult tasks using people skills to maximize participation with the mission of creating successors. The ideal candidate would be a person with vision and the ability to communicate this vision to the point that it becomes a shared vision.

OVERALL RESPONSIBILITIES:

To act as chairperson of the GUUF executive board. To act as a representative of the GUUF on all appropriate occasions. To preside over all congregational meetings and executive board meetings.

FUNCTIONS:

1. To preside at all the board meetings and congregational meetings.
2. To assure that all the business of the Fellowship is carried out.
3. To represent GUUF at all appropriate occasions.
4. To oversee long range planning.
5. To participate on Personnel Committee as needed.
6. To coordinate all the Capital Expansion Projects.
7. During the year following his/her term in office, serve in the capacity of Past-President as a voting member of the succeeding board.
8. To keep the Board apprised of important pending events by keeping a calendar.
9. To train the President Elect for succession.
10. To meet regularly with the minister.
11. To write monthly President's letter for the Newsletter.

HUMAN RESOURCES:

Long Range Planning Committee
Program Council
Personnel Committee
Board
Nominating Committee
Finance Committee
GUUF Administrative Assistant
Personal Secretary (is also very helpful)

OTHER RESOURCES:

The UUA and TJD Offices
Other members from the congregation not on the Board or Program Council who have had previous experience on the Board.
Board/Program Council Working Materials Notebook.
UUA Congregational Handbook.
Long Range Planning Survey Data.
Interconnections UUA Publication.