

**PRESIDENT ELECT**  
**Program Council Member**  
Greenville Unitarian Universalist Fellowship  
1135 State Park Road • Greenville, SC 29609

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**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:**

Aware of systems and governance in GUUF. People management skills. Ability to understand the big picture and able to encourage and motivate individuals. Strong interest in the health and well being of GUUF and its mission.

**OVERALL RESPONSIBILITIES:**

To serve as President during the absence or disability of the President. President Elect is also responsible for overseeing the Program Council. President Elect coordinates efforts with the Nominating Committee and facilitates the change over process of outgoing and incoming Program Council and Board members and coordinates goal setting process.

**FUNCTIONS:**

1. To oversee operations of the Program Council, coordinate and preside at the monthly meeting.
2. Attends committee meetings whenever possible.
3. Attends monthly Board meetings and represents the Program Council.
4. Responsible for finding members to serve on the nominating committee and present them at the annual meeting for election.
5. Will assist in defining ongoing role of the nominating committee throughout the year.
6. Will work with the nominating committee to develop formal job descriptions of the Board and Program Council positions.
7. To appoint the Mountain representative - who is responsible for promoting the programs at the Mountain and for organizing the Fellowship retreat at the Mountain.
8. Participates in annual budget planning and development as needed both at the Program Council and Board.
9. To write two-three articles for the newsletter (various topics).
10. To stay calendar focused and guide the Program Council accordingly.

**HUMAN RESOURCES:**

Program Council & Committees  
Personnel Committee  
Nominating Committee  
Mountain Rep  
GUUF Administrative Assistant  
Personal Secretary (is also very helpful)  
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**OTHER RESOURCES:**

Board/Program Council Working Materials Notebook  
UUA Congregational Handbook  
Long Range Planning Survey Data  
Interconnections UUA Publication