

**PRESIDENT-ELECT**  
**Board Member and Program Council Chair**  
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:**

Must be a contributing member of the Fellowship with an interest in and awareness of the governance of the Fellowship. 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:**

In addition to fulfilling the general duties of a member of the Board of Trustees, the governing body of the Fellowship, the President-Elect shall serve as President during the absence or disability of the President. The President-Elect is also responsible for overseeing the Program Council. President-Elect facilitates the change-over process of outgoing and incoming Program Council.

**FUNCTIONS:**

1. Oversee operations of the Program Council, coordinate and preside at the monthly meeting.
2. Communicate within and outside of Program Council meetings with program chairpersons, helping to promote discussion and to problem solve.
3. Attend monthly Board meetings and represents the Program Council.
4. Participate in annual budget planning and development as needed both at the Program Council and Board.
5. Write two-three articles for the newsletter (various topics).
6. Focus on the mission of the Fellowship and on the function of the Program Council and guide the Program Council accordingly.
7. Communicate regularly with the President and Past-President in preparation for taking on their roles in subsequent years.
8. See that appropriate and timely appointments are made for the Program Council to the Personnel Committee and assist to solicit members for the committees on the Program Council.
9. Facilitate the transition of outgoing and incoming Program Council members.
10. During the years following his/her term in office, serve as President and then Past-President.

**RESOURCES:**

By-Laws, especially Article V. Section A. Paragraph 2.  
Policies and other relevant documents  
Board/Program Council Notebook  
UUA website and training  
Long Range Planning Survey Data

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