

Officer Job Descriptions

Approved Date: March 7, 2021	Approved by: Admin Council
Effective Date: March 2021	Version: 3

ALL ADMINISTRATIVE COUNCIL MEMBERS

- Handle any monies collected, including dues, cash offerings, and other donations.
- Approve expenses before they are made.
- Submit requests for reimbursements.
- Vote on Chapter business and perform other Chapter business, as outlined in the Chapter Bylaws
- Should be members of SAZCUUPS, CUUPS national, and UUCT as indicated in our bylaws.

CLASSES VS. RITUALS

The Admin Council coordinates functional meetings, classes/instructional sessions, discussions, and open/public Zoom chat sessions.

The Spiritual Council coordinates rituals, worship services, pastoral care, and closed Zoom chat sessions for members.

COORDINATING OFFICER:

- Functions as the liaison between the UUCT staff and board of trustees, the national CUUPS organization, and the SAZCUUPS Spiritual Council.
- Communicates with members and friends regarding administrative matters.
- Schedules and leads Chapter administrative meetings, including annual meeting, as directed by the Chapter Bylaws.
- Recruits people to fill officer positions for election at annual meeting. Presents slate of officers to membership at least 2 weeks prior to annual meeting.
- June: Email members and the email list to let them know memberships are expiring

Southern Arizona CUUPS: A Chapter of the Covenant of Unitarian Universalist Pagans

Mail: Southern Arizona CUUPS c/o UUCT, 4831 E. 22nd Street, Tucson, AZ 85711

Web: <http://uuctucson.org/worship/sazcuups.html> | Email: sazcuups@uuctucson.org

- July: Email members and remind them to renew their memberships
- July: Post reminders to renew memberships on Facebook (SAZCUUPS official page, Circle of Care pastoral group, and SAZCUUPS chat group).
- Recruit teachers and coordinators for instructional classes as needed.
- Submits a monthly report to UUCT prior to board meeting.

PUBLIC RELATIONS OFFICER:

- Creates flyers, Facebook events, and other materials to publicize SAZCUUPS events.
- Creates and distributes a monthly newsletter with chapter happenings.
- Communicates with Chapter members and friends regarding our events.
- Add and remove people from the email list.
- Replies to emails received at the SAZCUUPS address and coordinates with appropriate other SAZCUUPS staff needed to resolve the issue.

RECORD KEEPER:

- Functions as the liaison with the UUCT staff regarding our budget.
- Maintains a spreadsheet of Chapter income and expenditures.
- Takes minutes at Chapter meetings.
- Organizes and maintains Chapter documents.
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- Make sure people who join the chapter have paid dues.
- Records attendance at rituals and monthly events.

SPIRITUAL COUNCIL LEADER:

- Schedules meetings of the Spiritual Council at least once a year to plan rituals for the Chapter.
- Plans and conducts rituals for the Chapter.
- Assigns and coordinates clergy to rituals throughout the year.

- Coordinates the purchase of items for rituals per the budget approved by the Administrative Council.
- Assign someone to take minutes at meetings of the Spiritual Council.
- Report the Spiritual Council activities and decisions to the Administrative Council.
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SPIRITUAL COUNCIL MEMBERS

- Manage at least one ritual per year.
- Sign the SAZCUUPS Covenant with the UUCT Minister.
- Serve as spiritual advisors to SAZCUUPS members, and perform other duties in accordance with this Covenant and Chapter Bylaws.