

Advisors:

There is an advisor for each division of council (Administrative, Communications, Programming and Outreach). Advisor ideally have relative experience for the position (e.g., Communication Advisor had writing experience) they are running for, but it is most important that an advisor empower the youth to make decisions and provide guidance when it is needed.

Administrative:

Facilitator- The Facilitator is in charge of setting the agenda and facilitating meetings. Facilitator should attend all of the meetings! They are also expected to act as the chief administrator. Facilitators will work with the Energy Chair to book sites for meetings, and will notify Council Officers at least one month prior to the meeting date.

Energy Chair- The energy chair keeps track of the emotional and energy level of meetings and conferences. They plan brief closing and opening rituals for each meeting, and are in charge of worship for council retreats. They are also expected to remind Council Officers of commitments and maintain an overall view of the workings of the council. The Energy Chair will work with the Facilitator to book sites for meetings, and will notify Council Officers at least one month prior to the meeting date.

Co Treasurers- The Treasurers work with the Administrative Advisor to keep full and accurate accounts of all the financial transactions of PCD YRUU, and prepares an annually PCD YRUU Council Budget to be approved by Council and presented to the PCD Board. Treasurers should prepare financial records of cons on the last day of each conference, and mail out receipts on the day immediately following the conference. At least one treasurer must be present at each con. Treasurer is a two-year position.

Secretary- The Secretary keeps minutes of all meetings where official business is conducted and mails copies of the minutes to all Council Officers. They maintain all of the non-financial records of PCD YRUU, and keep archives of all relative documents. They are also in charge of all official Council correspondence.

Adult Coordinator- The Adult Coordinator develops and maintains a list of adult advisors. They must contact, recruit, and coordinate the required number of adults for PCD YRUU events. The Adult Co will facilitate an adult orientation at the beginning of each Con.

Communications:

Social Actions Coordinator- The Social Action Co will keep PCD YRUU members aware of social action opportunities inside and outside their district. They will plan social action activities for Summer Con and coordinate social action workshops at conferences.

GrUUst Editors- GrUUst Editors will develop a publication for the youth of PCD YRUU. GrUUst is sent out twice yearly to all addresses on the mailing list including youth, advisors, and all churches in PCD. GrUUst will contain a calendar of upcoming events, a

report on past events, and items of interest to the UU youth of PCD. GrUUst Editors can coordinate GrUUst workshops at conferences.

Outreach:

RE Outreach Liaison- The RE Outreach Liaison maintains contact with DREs and the PCD RE Committee. They represent YRUU at district activities. They will work with the Board Liaison to plan outreach activities and PCD congregations and other PCD events.

YRUU Board Liaison- The YRUU Board Liaison will represent PCD YRUU at appropriate district activities and maintain a working connection between the PCD Board and YRUU. They will also assist the RE Liaison with outreach activities at PCD congregations and other PCD events.

Programming:

Conference Co-Coordinator- Conference Co-Coordinator find sites of PCD YRUU events; participate in basic planning for conferences, and recruit YELLers. They will book sites for conferences a year in advance, and must confirm sites three months prior to the conference using the agreements made by the previous years Co-co-cos.

Registrar- The Registrar will keep the mailing list current, send out fliers six weeks in advance of PCD YRUU events, and act as registrar for all conferences. The Registrar will also preprepare a mUUg bUUK of the entire year to be available at Elections Con.

Non-Council Positions:

YRUU Board Representative – The Board Rep attends all PCD Board meetings, as well as District Assembly, and advocates for youth empowerment in the district. This person is NOT the voice of YRUU, they are simply a youth who we think has valuable ideas and experience to share with the Board. Like everyone else on the Board, they are to try to speak from their own values and ideas, and are not 'owned' in any part by YRUU. This person participates actively in Board work and events and is an example of a mature and empowered youth taking part in the governance of our district.