

**Facilitator**

The Facilitator is in charge of setting the agenda and facilitating meetings. Facilitators 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. Energy chairs 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 are responsible for receiving the event funds from the District Administrator prior to a PCD YRUU event and bringing said funds in the form of cash to the event. The treasurers will work with the GoFer to keep track of all money and receipts throughout the event. On the last day of each PCD YRUU event, the treasurers will prepare financial records and mail the revenue, receipts, and an accurate, completed reimbursement form to the District Administrator. At least one treasurer must be present at each con. Treasurer is a two year staggered position.

**Secretary**

The Secretary keeps minutes of all meetings where official business is conducted and emails copies of the minutes to the Resource Master for distribution. Secretaries maintain all of the non-financial records of PCD YRUU and keep archives of all relative documents.

**Adult Coordinator**

The Adult Coordinator develops and maintains a list of adult advisors. The Adult Coordinator 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.

**Social Action Coordinator**

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

**GRUUST Editor**

The GRUUST Editor is responsible for coordinating submissions of creative arts such as poems, drawings, articles, stories, etc. The GRUUST Editor is charged with releasing these works to the community in a structured and curated fashion.

**Resource Master**

The Resource Master controls all of the council documents and maintains the website. The Resource Master is in charge of email groups in Google Lists, adding minutes from recent council meeting in a timely fashion, and is administrator of the PCD YRUU Facebook page.

**Officer of RE Outreach**

The Officer of RE Outreach (OREO) maintains contact with DREs and keeps them informed of current happenings in the YRUU community. The OREO represents YRUU at district activities and works with the Board Liaison to plan outreach activities and PCD congregations and other PCD events.

**Board Liaison**

The YRUU Board Liaison communicates between the PCD Board and YRUU. Responsibilities include passing minutes from council meetings on to the Director of Congregational Services and keeping the PCD Board informed on the state of YRUU.

**Co-Conference Coordinators**

The Co-Conference Coordinators book sites for PCD YRUU conferences and recruit youth empowered lay leaders (YELLers) to lead those conferences. They participate in the fundamental planning of events, train YELLers, and act as the go-to people for any problems that arise at or about cons. They are also the primary line of contact with the host congregation.

**Registrar**

The Registrar keeps the mailing list current, sends out fliers six weeks in advance of PCD YRUU events, and acts as registrar for all conferences. The registrar is also in charge of creating the check-in forms for events, and making sure the online registration system is updated and operational during registration times.

**Non-Council Position: 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, but simply a youth whom we think has valuable ideas and experience to share with the Board. Like everyone else on the Board, the youth representative is to try to speak from personal values and ideas, and is 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.