

Golden Gate Circle | for students of THE URANTIA BOOK

February 26, 2001

Overview of Society Officer and Committee Responsibilities

These descriptions of Society officer and committee responsibilities are general overviews. The specifics are found in the Society Constitution.

A Society officer is a member of the Fellowship and an un-paid volunteer for the Society. As a volunteer it becomes important for officers to have the necessary skills, time, and inclination to perform their elected tasks, and to be willing to work in harmony with other Society officers and the Society members.

While the Society can cover some expenses, officers will normally incur additional ones. Traveling to meetings, meals, postage, supplies, computer usage are some of the normal added expenses that officers may incur; these can be viewed as contributions to the Society and the Fellowship. Officers should expect to attend all Society meetings and functions.

The GGC Constitution specifies two formal Society meetings per year and at least one Governing Committee (the four officers) meeting each quarter. If a full day is devoted to preparation, travel, and meeting then each officer can anticipate approximately 48 hours per year for meetings. There are about half a dozen one- or two-day Society events, functions, retreats, worship services annually which officers should expect to attend, adding approximately 240 hours to the annual total.

An officer of the Society must have computer skills. The days of being able to run an organization on paper alone have passed. Most officer communications are handled via e-mail, often on a daily basis. Society events are posted via e-mail and on the internet; address files and various Society records are electronic. The various files (hardcopy and electronic) kept by officers are passed on to the new officers at the time of election or soon thereafter.

While the heads of committees and/or committee members may be included in the Governing Committee meetings, there are just four officer positions in the Society: president, vice-president, secretary, and treasurer and they are elected by the membership.

Duties of the President: The principle Executive Officer; presides at all Society and Governing Committee meetings. Commu-nicates with the full mailing list through the Society newsletter *Developments*. Keeps a file of documents pertinent to the Society. The office of President may require an additional 16 hours per year.

Duties of the Vice-President: The Vice-President assumes the duties and exercises the powers of the President if the President is unavailable. Aids in co-ordinating the activities of the committees and is the Executive Officer for all special projects. The office of Vice-President may require an additional



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16 hours per year.

Duties of the Secretary: Keeps, preserves, and records the events of the formal and special meetings of the Society, particularly the minutes for Society meetings and for Officer's meetings. Minutes should be distributed soon after meetings to the Officers. Reports to Fellowship headquarters as required, including a members roster (each Society member also becomes a member of The Fellowship), and notifies the Fellowship of changes in Society officers. Is responsible for responding to inquiries to the Society. The Secretary keeps a file of past minutes and correspondence. The office of Secretary may require an additional 32 hours per year.

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Society needs to maintain a certain number of records for THE URANTIA BOOK FELLOWSHIP offices, including a members roster (each member of our Society also becomes a member of The Fellowship), and the notification of a change in officers, such as we just performed.

Duties of the Treasurer: Controls and supervises the money and assets of the Society. Reports the financial affairs of the Society at the semi-annual and Officers meetings. Proposes an annual Society budget and co-ordinates Society fund-raising activities and the collection of annual dues. The Treasurer keeps a file of the financial records of the Society and pays the bills. The office of Treasurer may require an additional 32 hours per year.

The Society has four committees: Membership, Study Group, Communications, and Program. The heads of these committees and their members are appointed by the President. There are also 2 ad hoc committees: translation and historical.

Membership Committee: Keeps the records of Society membership, past and present and is responsible for the Society Membership Book. Inducts new members into the Society, handles membership transfers from one Society to another. Works to expand Society membership.

Study Group Committee: Keeps informed regarding the various study groups within the Society and reports study group activity at Society meetings. Works to develop and expand study group activity within the Society.

Communications Committee: Responsible for maintaining the address file and communications records of the Society. Responsible for producing the Developments newsletter. Maintains the history records of the Society (via the ad hoc Historical Committee). Responsible for the Society web site (<http://www.urantiaggc.org>).

Program Committee: Responsible for Society events, retreats, workshops, worship services. Sets the annual calendar for events, makes arrangements, collects fees.

Ad hoc Translation Committee: Responsible for fund raising for the Society sponsored Croatian translation. Responsible for collecting the translated work — printouts of translated Papers and the MSWord format translation files from Nora Moakher.

Ad hoc Historical Committee: Reports to the Communications Committee. Maintains the historical records of the Society.

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