

Mystic Grove Officer Duties & Typical Calendar

Requirements

1. The officers' terms of office shall be one year corresponding to the Mystic Grove's fiscal year. (July 1st - June 30th). Elections shall be conducted in July in accordance with Article XI.
2. There is no limit to how many terms a member may serve in a particular office.
3. Each officer must be a member of the Mystic Grove as of the date of election.
4. A member can hold up to two officer positions at one time.

Duties and Responsibilities

President

1. Schedule business meetings and post agenda to Yahoo! Group at least 2 weeks before meeting.
2. Preside over business meetings.
3. Work with the VP to publicize all Mystic Grove events.
4. Be the spokesperson and primary point of contact for the Mystic Grove.
5. Answer the mysticgrove@orlandouu.org email and reroute to the correct person if needed.
6. Ensure that all officers are fulfilling the responsibilities of their positions.
7. Take lead in organizing the Midsummer and Yule services in the Sanctuary.

Vice President

1. Schedule and/or preside over business meetings when the president is unavailable.
2. Be a spokesperson and secondary point of contact for the Mystic Grove.
3. Assist the president with presidential duties as needed/requested.
4. Create PR materials as needed and supply Gore Hall Rack with brochures.
5. Handle all online needs.
 - Keep First Unitarian Church of Orlando (1U) static page current
 - Work with Activities Coordinator to get Facebook event dates set up each semester and keep them current
 - Keep mysticgroveclf.wordpress.com current
 - Gather and submit information for the church eblast and OOS weekly
 - Keep Witchvox entry current
 - Keep CUUPS entry current

Secretary

1. Work with treasurer on annual member dues. (Aug - Sept)
2. Maintain current records of members and friends of the Mystic Grove in current database.
3. Determine eligibility of prospective members and officer candidates.
4. Record and maintain minutes of business meetings.
5. Verify quorums at business meetings.
6. Serve as process observer at meetings

Treasurer

1. Work with secretary on annual member dues. (Aug - Sept)
2. Oversee all monetary transactions.
3. Maintain all receipts and records of payments.
4. Secure permission from First Unitarian Church of Orlando (1U) to do any fundraising activities.
5. Submit all receipts and monies to 1U's front office for payment or deposit.
6. Present a financial report at business meetings on request.

Activities Coordinator

1. Coordinate regular activities.
2. Set ritual dates.
3. Secure leaders for rituals.
4. Make all room/space reservations with 1U.
5. Update Yahoo! List calendar with date information
6. Work with VP to get Facebook event dates set up each semester

Historian

1. Remind MG members to take pictures and post them to the Yahoo! List.
2. Remind ritual leaders to post their rituals on the Yahoo! List files area in the correct spot
3. Review the Yahoo! List photo area and files area to make sure members are uploading correctly.

YAHOO! List

Officers share management of the Yahoo! list.

File folders have a description that lists who maintains that particular folder area. Ex:

Grove Organizational Docs

Organizational docs like bylaws, pamphlet, minutes, annual reports, etc. Maintained by the Secretary and Chairs.

Other Yahoo! List duties:

- Pres -- uploads agendas two weeks before meetings
- VP -- uploads PR materials for people to use/share
- Secretary -- manages member database/phonebook
- Historian -- checks photo albums and ritual folders to make sure members are uploading correctly.
- Activities Coordinator -- updates the Yahoo! Calendar and sets reminders 3 days before event and 1 day before event. This is the calendar all other calendar dates are based from. (1U calendar, Facebook, Witchvox)

TYPICAL CALENDAR YEAR (Dates are approximate. Adjust as needed.)

June	<ul style="list-style-type: none">• Midsummer ritual in Sanctuary.• Renew annual CUUPS membership
July	<ul style="list-style-type: none">• Hold officer elections. If postponed, get it done no later than August meeting.• Names are due to the BOT by their August meeting on the 2nd Monday.• Meet to map out classes for the year.• Update Annual Charter/Typical Calendar for the year so we know what our goals are and when they will happen.• Start preparing Fall PR materials.• Start preparing MG Membership Drive materials (forms, database, etc).• Get Fall Facebook Events up and catch up online presence at other sites.
Aug	<ul style="list-style-type: none">• Post Fall semester PR materials.• Aug Monthly Meeting -- Start annual MG membership drive.• Aug 6: Lammass / Kemetic New year• Aug 20: Annual Classroom clean up + Celebration Dinner• Aug 28: "Volunteer Fiesta" at the end of August
Sept	<ul style="list-style-type: none">• Sept Monthly Meeting -- Wrap up Annual MG membership drive. Turn in funds to front office.• Figure out who the new chairs we work with are (Worship Associates, Membership. Adult RE, Childrens RE, Justice)

	<ul style="list-style-type: none"> Sept 26: Mabon
Oct	<ul style="list-style-type: none"> <i>1U Congregational Meeting.</i>
Nov	<ul style="list-style-type: none"> Nov 5: Samhain
Dec	<ul style="list-style-type: none"> Start preparing Spring/Summer PR Materials Get Spring/Summer Facebook events ready and catch up online presence at other sites Dec 16: Sort Yule items and decorate Yule Log and third friday craft circle Dec 21 Winter Solstice / Yule Vigil
Jan	<ul style="list-style-type: none"> Post Spring semester PR materials.
Feb	<ul style="list-style-type: none"> Feb 6 Imbolc <i>1U Congregational Meeting + 1U Canvass</i>
Mar	<ul style="list-style-type: none"> Mar 26: Ostara
Apr	<ul style="list-style-type: none"> Prepare annual report for minister and MG members. Announce annual meeting.
May	<ul style="list-style-type: none"> May 2 Beltane <i>1U Congregational Meeting</i>