OUUF JOB DELEGATION

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ELINOR TENNYSON
ADMINISTRATOR
OUUF Cell – 360-565-6783
OlympicUUF@outlook.com

Facility use Agreements
- Issue Facility Use Agreement
- Obtain Certificate of Insurance
- Track and collect fees
- Post events to website

Newsletter
- Issue Weekly
- Make hardcopies to distribute as needed
- Post to website

OUUF cellphone
- Monitor 24/7 to handle any emergencies, general calls for info.

MONTHLY BOARD MEETINGS:
- Reminder to committees for reports
- Send packets to trustees
- Post minutes and F/S to website

Roster
- Work with Emily Beals Membership. Create two lists, one for members and one for internal use.

- Renew business license, Wash DOR tax exemption, Clallam County property tax exemption, SOS annual corporate report
- UUA annual certification
- UUA update member list for UU World magazine
- Pick up mail from USPS and OUUF mailbox
- Log and distribute
- Monitor dup key supply
- Maintain employee records

Order supplies
- Office
- Janitorial
- Kitchen

Outside services
- Mowing/snow removal
- Janitorial

Facility maintenance and repair:
- Coordinate with Michael Burcieka

HARMONY RUTTER
COMMUNICATIONS & MUSIC DIRECTOR
OUUFHarmany@outlook.com

Sunday Services Coordinator
- Speakers – obtain topic
- Advise admin for inclusion in newsletter
- Announcement to website and other social media
- Coordinate with Story for All Ages
- Create slides
- Determine music and perform
- Produce and send OOS and announcements to all
- Post sermon to website

Tech Coordinator & digital Content
- Oversee team
- Recruit new team members Serve as webmaster, making regular updates, editing pages, and assigning permissions as needed
- Coordinate with OUUF Admin to update website calendar
- Create digital content, including weekly Sunday service slideshows, website graphics, etc.
- Serve as social media coordinator, making or monitoring regular updates
- Manage all digital services and make recommendations for software use
- Maintain and troubleshoot physical hardware, including laptops, printers, sound equipment, network equipment, etc.
- Assist with creation of digital forms or surveys as needed
- Assist with digital archiving/information backup as needed

Community Outreach and PR
- Post Sunday service and special events to PDN, and social media (Facebook, Instagram and other)
- Place listing in local publications Visitor Guide, etc.
- Post events on community bulletin boards, etc.
- Network with community groups.
- Establish contact with Clallam County Emergency. Re: contract to provide use for training and community events.

Children's R.E. Communicator
- Work with teachers to promote programs and events to social media and community

OUUF Special Events
- Music when requested
- Work with OUUF choir?

Backup to Administrator as needed
- Newsletter
- Facility use
- OUUF cellphone

- NOTE: Sunday Service attendance, in-person and via Zoom, will be taken by Dan Parish