Description of UDDI UDDI Chair Position September 13, 2026

1. **Suggested length of abstinence of one year at the time the service begins**
2. **Attend each UDDI meeting as its leader. If unavailable, arrange for Vice Chair to lead.**
3. **Set UDDI meeting agenda based on items not completed from**
    a. **previous meetings and/or items submitted by UDDI Board members, reps, committees, or groups. Agenda should be sent to IRs, UDDI Board and other members prior to each meeting.**
4. **During the year of service, Chair's agenda should reflect timely discussion of upcoming WSBC Delegate and R2 Rep expenses. If UDDI seeks financial support from R2 or WS, Chair has the duty to submit the request for financial support to R2 Chair for approval and signature:, thus, the Chair needs to verify submission deadline dates. Reimbursement for expenses occurs after the Delegate or Rep has completed service.**
5. **Make occasional contact with any UDDI group not sending an UDDI Representative (IR) and invite the group to do so.**
6. **May be signatory on UDDI bank account.**
7. **Should utilize Chair UDDI email: Chair@desertoa.org**
8. **Mentor incoming trusted servant filling your position**

Updated: 09/13/26