

UCE Job Description

Position Title: Member, Board of Trustees

Duties of the Board of Trustees: The Board, on behalf of the congregation, is the steward of UCE, its mission, and its future. The Board works collaboratively with the Executive Team and must listen, conceptualize, discern and act with understanding and foresight. Members of the Board must become fully informed about the issues and challenges facing the congregation and to represent the best interests of the congregation as a whole.

As stated in the UCE By-Laws, “the Board of Trustees shall establish congregational policy and have general charge of the property of the congregation, the conduct of its ordinary business affairs, and the control of its administration.”

In so doing, the Board of Trustees is guided by the mission of the congregation, “Nurturing the human spirit for a world made whole,” a mission requiring the Board to be mindful of both the congregation as well as our greater community. The role of the Board is to lead the congregation such that, individually and collectively, the members of the congregation can be their best selves as they work together within our religious community and in the world at large.

Each trustee commits to accomplishing the duties of the Board with tolerance, respect, commitment, reason, honesty, and energy using the democratic process. The Board will operate with clarity and openness in its governance of the church. Members of the Board commit themselves to civil discourse in their deliberations and a code of right relations among themselves and with the Executive Team, staff, and members of the congregation.

Job Description: Each non-officer trustee should expect to spend a minimum of six hours per month in carrying out his/her duties, with leaders of major initiatives spending additional time as needed. About half of the time is directly related to preparing for and attending monthly board meetings, and the other half is related to involvement with working groups, committees, or in execution of other responsibilities.

The president of the Board should expect to spend 20 hours per month, or more, in carrying out his/her duties.

The duties of each trustee fall into four broad categories: leadership, participation, preparation, and communication.

Leadership

- Board members should act as leaders within the congregation
- Board members should give to the congregation as generously as they are able of their time, talents and financial resources
- Board members should actively encourage involvement in multiple aspects of UCE, leading by example
- Board members are expected to take the initiative to warmly greet visitors and engage members and friends in conversation
- Board members are expected to lead within the board structure by being willing to lead a working group or initiate an activity or board discussion, in coordination with the President, related to an area of their interest
- Board members are encouraged, but not required, to have involvement with one or more charitable organizations in the community, acting as a bridge between the organization(s) and UCE as appropriate.

Participation

- Attend monthly meetings on the third Wednesday of each and every month
- Attend the June Retreat (Friday evening and Saturday) and any other scheduled Board Retreat, special session or training
- Attend meetings/conference calls of working groups you may be assigned in facilitating the goals of the board
- If you are an Executive Committee member, attend meetings on the first Wednesday of each and every month
- Attend and participate in Congregational Meetings including the Annual Congregational Meeting in May
- Represent the Board in activities such as Board Greeter at Service, attendance at memorial services for congregation members, and participation in meetings or events of significance within the community or with denominational representatives
- Participate in church activities germane to reaching the goals of the board (e.g., be a visiting steward for the pledge drive). If you are in your second or third year, be available to mentor a first-year Board member

Preparation

- Prepare for monthly meetings. Preparation time before meeting varies, but includes reading all material in the board packet typically sent out 4-5 days prior to each meeting, prepare reports and presentations as needed, complete any action items assigned from previous meeting, and discuss any aspect of the agenda with members of the congregation and/or other board members so as to come fully prepared to participate in the business of the board.
- If part of a Board working group or other committee work, fully prepare and complete the action items assigned.

Communication

- Willingly accept the role of communicating news and activities of UCE with other members of the congregation individually and in small group settings
- Actively learn of the activities and major events of UCE through on-going dialogue with staff, reading all written and electronic communications, and reviewing the UCE website at least monthly
- Develop a broader understanding of current UU denominational affairs, with participation in District Assembly and General Assembly recommended at least once during term as trustee
- Solicit opinions and feedback from members of the congregation on general and specific aspects of church life so as to maintain a broad understanding of the views held within the congregation
- Support the decisions of the Board to the congregation.

Qualifications:

- Must be a voting member of UCE
- Desirous of actively moving UCE towards fulfilling our mission by being an active participant of the Board
- Ability to be a visionary thinker about the future possibilities of UCE
- Ability to understand the big picture of the needs of the congregation as a whole, as it is now and as it will be in the future, rather than representing individual or small-group interests or preferences.
- Willing to expand and maintain an on-going awareness and understanding of the needs and viewpoints of congregation members
- Ability to work collaboratively and cooperatively in a group
- Ability and willingness to participate assertively, with moral courage, in board decision-making process
- Ability to accept and use appropriate authority
- Ability to accept and affirm the leadership of others when appropriate
- Ability to attend and prepare for all meetings of the board
- Ability to attend and prepare for all meetings/conference calls based on being an active member of one or more working groups.

Length of Commitment:

Trustees serve a three-year term beginning with participation at the June retreat followed by the first formal Board meeting in July. If committed to Board President track, term may require an additional year of service. Trustees may serve a second consecutive term in accordance with the by-laws.

Support provided:

- New board member orientation by the President and Vice President in May or June
- Board retreat in June
- Mentorship by other Board member during first year as trustee
- Occasional leadership workshops and retreats through Midwest District or UUA
- Staff/clerical support
- Ministerial spiritual support

Reviewed: 02/12/2004

Reviewed: 10/22/2008

Reviewed, rewritten, and approved: 12/15/2010

Copy – UCE Governance Book

Saved: mynetworkplaces/uceserv/policies