

Draft Job Description
Board Trustee, First Unitarian Society

Reviewed by the Board, March 21, 2012

Position Overview

Board Trustees discern and serve the mission of the First Unitarian Society of Madison. They work as stewards, caretakers, visionaries, and diplomats as they seek to identify and plan to meet the congregation's goals.

Major responsibilities

- Understand and act in accordance with FUS Bylaws and Board policy, including the Board Covenant
- commit adequate time, energy, and attention to knowing the congregation's mission
- understand that the congregation's mission is paramount over individual board member's (or general members') interests.
- Participate in the creation of a plan to fulfill the congregation's mission
- seek actively to understand the congregation's affairs
- plan and participate in periodic congregational discussions of "open questions"
- participate actively in the work of the board as it engages in discernment, forms strategies, creates policy, and provides oversight.
- Actively welcome and engage with those attending weekend services
- Serve on one of three Board Committees (Finance, Governance, Personnel; 3-5 Trustees are likely to do this in any given year)
- Write and/or review written policies to guide the work of staff, leaders and members
- Evaluate progress toward the achievement of the goals articulated in the annual plan
- Participate in board self-monitoring
- Respond to or appropriately refer member inquiries

Time Commitment

- Participate in monthly Board meetings, including advance reading (4-6 hours/month)
- Participate in 2-3 Saturday retreats/year, including advance reading (8 hours/retreat; 30 hours total/year)
- Participate in 3-6 forums seeking congregational input on "open questions", including planning (3-6 hours/forum)
- Participate in 2-5 Parish meetings or forums/year (3 hours/meeting; 12-15 hours total/year)
- Regularly attend weekend worship services, including fellowship (2 hours/weekend; at least 26 weeks/year)
- Participate in assigned Board committee meetings (3-4 hours/month)
- Refer or respond to individual member inquiries (1 hour/month)

Required skills and characteristics

- FUS member in good standing
- Developed familiarity with FUS community
- Passion for FUS and its mission
- 2 years of active involvement in an FUS Committee or Ministry Team, within the past 10 years
- Forward and strategic thinker
- Creative problem-solver; skilled at team-work; willing to offer opinions and to do so honestly and in a constructive way
- Has and is willing to spend the time to stay informed about FUS issues and to execute Trustee responsibilities
- Basic computer, e-mail, and internet skills
- The Nominations Committee strives for a balance on the board among genders, ages, and Saturday/Sunday attendance

Job Description - Draft
Board President, First Unitarian Society

Reviewed by the Board, March 21, 2012

Position Overview

The President leads the Board of Trustees in discerning and serving the mission of the First Unitarian Society of Madison. The President may serve as the face or spokesperson for the Board in various public forums.

Major responsibilities (in addition to those outlined in the Trustee position description)

- Serve as the principal executive officer of the Society and, unless otherwise determined at such meeting, will preside at all meetings of the Board and the Parish (by-laws)
- sign any deeds, mortgages, notes, bonds, contracts or other instruments authorized by the Society to be executed, except as may otherwise be delegated by the Board to some other officer or agent of the Society (by-laws)
- make appointments to ad hoc committees, subject to approval by the Board (by-laws)
- ensure that the Board's self-evaluation and evaluation of the Senior Minister occur as stipulated in the Board policy manual (board policy)
- Serve on the Agenda Setting Committee (with the Senior Minister and Chief Operating Officer); meet monthly to set the agenda for that month's Board meeting; compile and distribute to the Board and senior and pastoral staff its meeting packet (agenda and supporting materials) at least one week in advance of each Board meeting as specified in the board Policy manual (board policy)
- Serve on the Governance Committee
- Write monthly update for the FUS website and/or newsletter of the Board's activities. (President may delegate this responsibility to the Secretary)
- perform all duties incident to the office of President and such other duties as may be assigned by the Board from time to time (by-laws)

Required skills/characteristics (in addition to those outlined in the Trustee position description)

- Meeting facilitation
- Skilled public communicator

Time Commitment (in addition to that outlined in the Trustee position description)

- Participate in Agenda Setting Committee meetings, including prep time and agenda writing (3 hours/month)
- Participate in Governance Committee

Job Description - Draft
Board President-Elect, First Unitarian Society

Reviewed by the Board, March 21, 2012

Position Overview

The President-elect apprentices to and assists the Board President as s/he leads the Board in discerning and serving the mission of the First Unitarian Society of Madison. The President-elect may stand-in for the President in leading meetings and representing the Board.

Major responsibilities (in addition to those outlined in the Trustee position description)

- assist the President in the performance of the President's duties and, in the absence or inability of the President, will perform the duties of President. (by-laws)
- increase familiarity with current FUS issues, needs, structure, and processes
- perform such other duties as from time to time may be assigned by the Board

Required skills/characteristics (in addition to those outlined in the Trustee position description)

- At least one year of service on FUS Board or Board Committee within the past 5 years

Time Commitment (in addition to that outlined in the Trustee position description)

Job Description - Draft
Board Secretary, First Unitarian Society

Position Overview

The Secretary is the communications officer for the board. S/he accurately records and communicates the Board's decisions and actions.

Major responsibilities (in addition to those outlined in the Trustee position description)

- keep minutes of the meetings of the Board and of the Parish in a form appropriate to constitute a legal record of the board's actions (by-laws)
- Distribute minutes (including supporting material) to Board members, pastoral and senior staff, and FUS archives. (also Office Manager?) (by-laws)
- ensure that all notices are duly given in accordance with these bylaws or as required by law (by-laws)
- serve as the custodian of other official records of the Society, *maintain* an up-to-date list of all Trustees, *Board* committee members and Society members, and the Policy Manual (by-laws).
- count all votes taken at meetings of the Board and of the Parish (by-laws)
- Maintain conflict of interest disclosure forms and provide them to any FUS member who may request to see them (Board policy book)
- perform all duties incident to the office of Secretary, including such other duties as may be assigned from time to time by the Board (by-laws)
- Serve as communication officer for the Board
- (Could have Secretary do the board update, as was the practice in the past)

Required skills/characteristics (in addition to those outlined in the Trustee position description)

- Superb organizational skill
- Attention to detail
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Time Commitment (in addition to that outlined in the Trustee position description)

- Prepare and distribute minutes and supporting material (4-6 hours/month)
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