

**Eno River Unitarian Universalist Fellowship
Trustee of the Congregation
Job Description**

Board of Trustee Responsibilities

The board's role is to represent the ERUUF congregation's efforts to achieve the desired Ends and monitor and ensure that progress toward these Ends occurs. The board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. The board represents and holds in trust the vision, values and resources of ERUUF to and for the congregation and in relation to the larger community. The board adheres to the by-laws and establishes policies to ensure proper oversight of ERUUF operations and a transparent and open congregational governance process.

The board operates to:

- Represent the best interests of the present and future of ERUUF
- Be accountable to the congregation and other stakeholders for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no officer, individual or committee of the board to usurp this role or hinder this discipline.
- Monitor and regularly discuss the board's own process and performance.
- Ensure the continuity of board improvements through systematic treatment of its own institutional memory (e.g. thorough orientation of new Board members and frequent review and revision of policy documents as needed.)
- Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance

The responsibilities of a board member include but are not limited to:

Focusing chiefly on intended long term impacts or ends, not on the administrative or programmatic means of attaining those effects.

Representing, directing, and inspiring the congregation through the careful establishment of policies that reflect our congregation's values and perspectives.

Elections and Terms of Office

Trustees (board members) serve a rotating three-year term as one of nine members on the ERUUF governing board of trustees. Trustee candidates are nominated by the ERUUF Nominating Committee and generally one third are elected in June and take office in July each year.

Qualities

The following are among the desirable qualities in a board member:

- Ability to think big-picture
- Commitment to ERUUF, history with ERUUF and with Unitarian Universalism
- More strongly committed to the congregation as a whole than to any subgroup
- Ability to work and communicate well with others
- Successful discharge of other leadership roles within the congregation (or elsewhere when relevant) and be perceived as having the trust of those who know them and have worked with them
- Ability to represent the diversity within the congregation
- Willingness and ability to become familiar with the current governance model
- Willingness to support actions taken by the Board and speak with one voice, which means that all board members, even those in the minority on a vote, respect and fairly represent the decision that was made

Time Commitments and Expectations

The board member is expected to:

- Participate in monthly board meetings from 6:30 p.m. – 9:30 p.m. on the third Tuesday of every month*
- Spend approximately three hours preparing for the monthly meeting and reading the meeting packet
- Participate in approximately 2 meetings a month for each subcommittee the trustee serves on*
- Follow weekly e-mail correspondence and when requested, respond in a timely manner
- Participate in quarterly deep-chair meetings*
- Participate in annual retreat (Friday evening to Saturday evening, generally in July)*
- Attend mid-year retreat (Saturday half-day in January)*
- Participate in any special meetings if there are emergencies*

*It is the expectation that meetings are not to be missed except in case of emergency

Attachment

BOARD MEMBERS CODE OF CONDUCT (Policy GP-4)

The board expects of itself and its members (hereafter “trustees”) ethical and

businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as trustees.

1. Trustees must represent commitment to the interests of the congregation without any other conflicts of interest. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any trustee acting as an individual congregation member.

2. Trustees must avoid any conflict of interest with respect to their fiduciary responsibility.

a. There must be no self-dealing or any conduct of private business or personal services between any trustee and the congregation except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.

b. Trustees must not use their positions to obtain for themselves, family members or close associates employment by ERUUF.

c. Should a trustee be considered for employment by the congregation, he or she must temporarily withdraw from board deliberation, voting and access to applicable board information.

d. Should a trustee be employed by the congregation or act as a paid consultant, he or she must resign from board service.

3. Written policies adopted by majority vote of the board are the basis for the exercise of authority for the congregation consistent with the bylaws. Individual trustees may not attempt to exercise individual authority over the congregation except as explicitly set forth in board policies.

4. Trustees are encouraged to continually self-monitor their individual performance as trustees against these policies, against the qualifications listed in the current trustee position description, and against any current board evaluation tools.

According to the proposed bylaws for ERUUF, all Board of Trustees (BOT) members shall serve for terms of three business years. Further, each year the BOT shall elect from its members with non-expiring terms a chair, a secretary, and Finance Liaison Officer. Thus, potential candidates for the BOT should be aware that they may be asked to serve in one of these roles, the duties of which are described below.

Chair

The Chair is responsible for:

- chairing the Board business meetings
- moderating congregational meetings
- making official statements on behalf of the Board
- writing the monthly newsletter column
- serving on the Steering Team of the Board
- holding a set of campus keys

- at times, serving as the second signatory on checks

Secretary

The secretary is responsible for:

- ensuring the integrity of the board's record.
- recording and distributing accurate minutes of board meetings;
- maintaining the master copy of the current policies by recording amendments, distributing the current policies to board members and the Lead Minister/Coordinating Team, and making current policies accessible to board, Coordinating Team, and the congregation; and
- announcing the annual meeting and other duties as assigned by the corporate bylaws.

Board Finance Liaison Officer

The Finance Liaison Officer is responsible for ensuring that the Board's Financial Advisory Committee:

- oversees the monthly financial reports from the ministry/administrative staff and provides an independent analysis to the board.
- oversees the bidding for and conduct of an annual external audit
- reviews the audit report and evaluates whether recommended corrective measures have been addressed by the Lead Minister and staff.
- participates in the initial review and commentary during the annual budget formulation process.
- advises the Board of any financial concerns that need to be addressed by the Board.