

Congregational Leadership Roles and Responsibilities
Approved by the Board of Trustees April 20, 2015

Board of Trustee Qualifications (3 year term)

- Is a member of the Congregation for at least two years
- Demonstrates commitment to UUCFW and the UU faith through active involvement in the social and spiritual life of the congregation. Previous experience as a leader or participation in leadership development is desirable
- Participates in the life of the congregation by attending worship, fellowship, social action events, and other opportunities
- Shares in ministry by welcoming visitors and members, speaking before small groups and/or the congregation
- Uses word processing and communicates electronically
- Understands, interprets, and follows the Congregation's policies and Bylaws; supports thoughtful change and growth, which is aligned with Congregational mission and goals
- Demonstrates an open mind

President (one year term)

- Plans Board and Congregational Meeting Agenda with Minister and Vice President
- Presides at meetings of Board and Congregation
- Serves as chief communicator for Congregation in collaboration with Minister
- Represents Board to Congregation and in community
- Schedules Special Congregational Meetings as needed (15-day notice)
- Mentors Vice President
- Signs checks when Treasurer is unavailable
- Collaborates with Minister to ensure mission of Congregation is reflected in the shared ministry of the congregation
- Chief problem solver for issues that arise with committees, congregation, staff, budget, building, etc.
- Decides whether or not to close the Meetinghouse during inclement weather

Immediate Past-President (may or may not serve on Board depending on when term was up)

- Serves as an advisor to the President
- Performs duties requested by President

Vice President (President-Elect) (one year term)

- Assumes President's role as needed
- Assists President
- Serves as Chief Liaison to committees

- Chairs Committee Council Meetings held 2-3 times a year
- Attends Board Agenda Planning Meetings
- Signs checks when Treasurer is unavailable
- Takes initiative to learn President's role to become prepared to begin presidency

Secretary (one year term but can be re-elected)

- Uses word processing program to prepare minutes and newsletter items
- Attends all meetings of the Board and Congregation
- Prepares minutes for all meetings that can be used for historical records which include names of persons making motions and seconds
- Submits monthly newsletter item due on the 20th of every month
- Sends minutes of meetings to Board via e-mail within two weeks of meeting
- Secures complete list of members from Congregational Administrator to be used to establish quorum at Congregation Meetings
- Ensures that 15-day notice is given of all Congregational Meetings

Treasurer (one year term but can be re-elected)

- Serves as spokesperson to the Board and Congregation on financial issues
- Verifies the financial records compiled by the Financial Committee
- Keeps accurate financial records showing the financial condition of the Congregation
- Provides regular financial reports or statements to the Board and Congregation at the Annual Meeting in March
- Serves as Member of Finance Committee and assists with annual budget preparation
- Provides oversight for the Endowment Funds
- Reports on designated funds to Congregation in November and quarterly to Board of Trustees
- Presents the budget for approval at the Annual Congregational Election Meeting in November and reports on it at the March Annual Congregational Meeting
- Schedules annual audit or financial review of Endowment Funds in first quarter of year
- Signs checks
- Participates in Annual Pledge Drive planning
- Approves and schedules fundraising events in absence of Fundraising Coordinator

Executive Committee (Board of Trustee Officers and immediate Past President)

- Carries forward program and plans of the Congregation and Board
- Exercises powers and duties of Board when necessary between meetings and promptly reports all action taken
- Prepares agenda for Board meetings
- Finalizes contracts and written agreements on behalf of the Board

All Board of Trustee Members

- Attends Board meetings and votes on matters brought forth except when a Board Member has a conflict of interest with an item
- Considers Board work part of our Shared Ministry
- Prepares for Board meetings by reading meeting materials in advance of the meeting
- Responds to communications as quickly as possible (phone calls, e-mail, text)
- Participates in discussions about church growth, financial stability, maintenance of facility and grounds, development of programs, and policy
- Exhibits care and concern for colleagues, minister, staff, and laity
- Appoints new Board Member when vacancy occurs during calendar year
- Serves as head administrative and fiduciary body of the Congregation and conducts its business affairs
- Oversees care of Congregational property
- Learns, interprets, and follows relevant church policies and Bylaws
- Performs specific tasks to carry out Board goals and work
- Attends yearly Board retreat
- Follows Board Behavioral Covenant
- Reviews nominations for upcoming officer and Board positions, Nominating Committee, Committee on Ministry, and Endowment Committee
- Maintains and updates policy and Bylaws as necessary
- Establishes Task Forces for short term projects
- Stays abreast of congregational business by reviewing committee, staff, and minister reports monthly

Alternate Board Member (one year term)

- Assumes role of Board Member-at-Large when Board vacancy occurs
- Attends Board meetings
- Considers Board work part of our Shared Ministry
- Prepares for Board meetings by reading meeting materials in advance of the meeting
- Responds to communications as quickly as possible (phone calls, e-mail, text)
- Participates in discussions about church growth, financial stability, maintenance of facility and grounds, development of programs, and policy
- Exhibits care and concern for colleagues, minister, staff, and laity

Committee Chairperson (2-3 year term)

- Is a member of the Congregation for at least 2 years
- Participates in Committee Council meetings
- Prepares and submits monthly report for the Board by the first of the month
- Lives out our shared ministry by following the expectations in the Committee Handbook
- Learns and follows relevant church policies

- Upholds Congregational Covenant in committee work
- Ensures committee's and team's work is in line with the congregation's mission and vision

Team Coordinator (2-3 year term)

- Is a member of the Congregation
- Participates in committee meetings as needed
- Follows the expectations in the Committee Handbook
- Prepares and submits monthly report for Committee Chairperson prior the first of the month
- Learns and follows relevant congregational policies
- Upholds congregational covenant in team's work
- Ensures team's work is in line with the congregation's mission and vision

Members of the Congregation

- Are 18 years or older and committed to congregational mission statement and UUA principles
- Participates in one Pathways to Membership Class
- Responds to request for annual financial contribution
- Signs the Membership Book
- Participates in the life of the congregation
- Is eligible to serve in any elected or appointed office
- Attends Congregational Meetings and exercises the right to vote

April 2015