

**Board Job Descriptions Revised January 2017 with Board Approval**

**Unitarian Universalist Church**

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**JOB DESCRIPTION: BOARD OF TRUSTEES (adapted from by-laws)**

1. Trustees must be full members of the congregation.
2. Terms begin June 1 and end May 31.
3. Trustees shall be responsible for the business, legal, and corporate activities of the congregation. Specifically, they shall:
  - a) manage an annual budget, authorize expenditures and investments, and prescribe accounting methods
  - b) appoint or employ persons to positions of service in the church
  - c) prescribe policies relating to membership
  - d) establish and augment the Program Council
  - e) consider promptly any recommendation made to them, with due process, by the Program Council or the Congregation
4. Trustees will attend one regular meeting per month (Board Meeting, currently on 2nd Tuesday of each month), plus special meetings from time to time as required, and congregational meetings.
5. Trustees are expected to “lead by example”, e.g., participate regularly in church activities and/or committees and help out with other needed tasks from time to time.
6. Trustees shall attend the Board Retreat (usually in August).
7. Trustees are expected to mentor their successor as they transition off the board.

**SPECIFIC DUTIES BY POSITION (adapted from the by-laws) FOLLOW**

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### **PRESIDENT-ELECT**

**Term:** First year of three year term (President Elect, 1<sup>st</sup> year; President, 2<sup>nd</sup> year; Past President, 3<sup>rd</sup> year). This person serves as a member and officer of the Board of Trustees.

#### **Duties:**

1. Attend two regular meetings per month (Board Meeting currently on 2nd Tuesday; meeting of the Presidents and Minister), plus special meetings from time to time as required, and congregational meetings.
2. If possible, attend Leadership Training School (once during 3 year total term, preferably earlier in term).
3. BUILDING USE:
  - a) Verify renter has made rent payments or service donation in lieu of rent.
  - b) Send renewal agreements to all current nonprofit building users in early June.
  - c) Maintain an updated list of all building users.
  - d) Update building use forms as needed
  - e) Referee/negotiate all building use requests.
4. Chair the Building Use Committee including:
  - a) Coordinating volunteers to assist with showing our church as a venue and booking weddings.
  - b) Coordinate helpers who are on hand the day of events such as weddings.
  - c) Arrange a volunteer to inspect the facility after events such as weddings to assess return of damage deposit.
  - d) Communicate the assessment to the treasurer who will write the damage deposit refund.

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### **PRESIDENT**

**Term:** Second year of three year term (President Elect, 1<sup>st</sup> year; President, 2<sup>nd</sup> year; Past President, 3<sup>rd</sup> year). This person serves as a member and officer of the Board of Trustees.

1. Serve as the congregation's "Chief Executive Officer", or "Chair of the Board", maintaining good working relationships and regular communication with committee chairs and Board members.
2. Serve on the Stewardship Committee as ad hoc member.
3. Prepare Board meeting agenda and submit via email at least 48 hours in advance of the meeting, including all monthly reports (Minister, DRE, Program Council, Finance, etc.).
4. Write and submit a President's Column to Lighted Chalice by the 15<sup>th</sup> of the month.
5. Coordinate an annual retreat for the new Board.
6. Schedule and run the December congregational meeting, ensuring agenda and budget are sent to all voting members a minimum of 10 days in advance of the meeting (ensuring hard copies are available at meeting as well).
7. Coordinate with Nominating Committee in January to review all positions that need to be filled.
8. Submit official member count to UUA by February 1<sup>st</sup> of each year.
9. Schedule and run the May congregational meeting, ensuring complete slate of candidates and agenda is sent out to all voting members a minimum of 10 days in advance of the meeting (ensuring hard copies are available at the meeting as well).
10. Coordinate (or delegate and oversee) annual report creation with publication in May.
11. Recognize out-going Board, Endowment and Nominating members at May congregational meeting. While a small token of appreciation is nice, it is not required (recognition is required).

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### PAST PRESIDENT

**Term:** Third year of three year term (President Elect, 1<sup>st</sup> year; President, 2<sup>nd</sup> year; Past President, 3<sup>rd</sup> year). This person serves as a member and officer of the Board of Trustees.

1. Act as President or President Elect in their absence.
2. Attend three regular meetings per month (board meeting, meeting with presidents and minister, Program Council).
3. Coordinate Program Council, currently meeting the 1<sup>st</sup> Tuesday of each month, including:
  - a. Sending agenda and meeting reminder 48 hours in advance of the meeting.
  - b. Leading Program Council meetings.
  - c. Sending updates to office for calendar.
  - d. Preparing a summary of activities for Board.
  - e. Solicit articles for post events for Lighted Chalice from event organizers, committee chairs and interest group leaders.

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### **SECRETARY**

**Term:** Two years. The Secretary serves as a member and officer of the Board of Trustees.

**Duties:**

1. Acts as custodian of all records and documents other than financial.
2. Records minutes at meetings of the Trustees and Congregational meetings. Sends action items from the Board meeting to all Board members within one week and complete minutes within two weeks.
3. Provides hard copies of all minutes to the UU office to be archived in a binder for reference.
4. Ensures that a quorum is present at congregational meetings.
5. Prepares reports and letters as required by the State, denominational organizations, and the Trustees.
6. Is responsible for conducting annual update of the official church membership list.

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### TREASURER

**Term:** Two years. The Treasurer serves as a member and officer of the Board of Trustees, a member of the Finance Committee, and ex-officio member of the Endowment Committee, and may serve on the Personnel committee.

#### Duties:

1. Custodian of all funds of the Church (except such as have been placed in custody of the Endowment Committee), shall disburse and account for funds in a manner prescribed by the Trustees, and shall keep records of all pledges and money paid on them.
2. The Treasurer may be required by the Trustees to be bonded in an amount of money that is likely to be in the Treasurer's custody.
3. Treasurer disburses money (i.e., pays bills and salaries) and the Assistant Treasurer keeps track of pledge payments and deposits.
4. Throughout the year, all record of bills and payments must be kept, so that when an audit is done, there is a "paper trail" of disbursements from the operating budget.
5. Treasurer is responsible to be sure employee agreements are held in a secure location and accessible, and that financial statements are submitted to the Lighted Chalice quarterly.
6. Weekly or Bi-Weekly Duties:
  - a) Pay bills for the church. A member of the Finance Committee will review all incoming invoices and outgoing payments. This volunteer will receive invoices from the treasurer and enter them into the churches' database and create the checks for payment. The treasurer will then sign the payments and send to vendors.
  - b) The treasurer will be primary contact with our payroll service, and will prepare a semi-monthly worksheet for all persons to be paid for that period. The treasurer is responsible for maintaining accurate tax and direct deposit forms for each employee.
7. Monthly Duties:
  - a) Attend Board meetings. In preparation for this meeting, the Treasurer must prepare a financial statement, which lists the income and disbursements for the month. This statement must balance, and should be distributed to other Trustees before the meeting.
  - b) In addition to balancing the financial statement, the treasurer works with the bookkeeper to ensure monthly bank statements are reconciled.
  - c) Each month the treasurer is responsible to fill out the proper forms and send a check to our retirement provider. An invoice is not sent out to the UUC for monthly retirement payments.
  - d) As needed, answer questions from committees about their funds.
8. Annual Duties:
  - a) In January or February, prepare and distribute W-2's for each employee if not contracting with a payroll service.
  - b) In April, prepare tax forms from the county. Throughout the rest of the year, respond to requests for information from the government, UUA and Heartland District—some of these requests involve payment for permits, etc.
  - c) Before the end of May, file the Business Entity Report with the Indiana Secretary of State.
  - d) Beginning in May, collect information from Long Range Planning (from April congregational meeting) and the Program Council for the next years' budget.

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- e) Before the June Board meeting, the Finance committee will meet and prepare a preliminary budget for the next year. The Treasurer prepares the actual document and presents it to the Board. After this meeting, the Treasurer is in charge of recording changes to the preliminary budget.
- f) In August or September, the Treasurer presents a preliminary budget to the congregation. The Finance committee and the Board do help with this presentation. After this presentation, the Stewardship committee conducts the annual Pledge Drive.
- g) In late November, after the Pledge Drive has ended, the Finance committee meets again, to "tweak" the budget. The Treasurer prepares the actual document, and presents it to the Board for approval.
- h) In December, the Congregation meets to vote on the budget for the next year. The Treasurer makes the presentation, with the help of the Board and Finance committee.
- i) In December, make sure as to pay as many bills as possible, so that the end-of-the-year financial statement is as accurate as possible.

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### **ASSISTANT TREASURER**

**Term:** Two years. The Treasurer serves as a member and officer of the Board of Trustees, a member of the Finance Committee, and the Stewardship Committee.

**Duties:** (adapted from Bylaws)

1. The Assistant Treasurer shall assist the Treasurer in keeping records, shall serve in the absence of the Treasurer, and may be required by the Trustees to be bonded in the amount of money that is likely to be in the Treasurer's custody.
2. Coordinate volunteers to collect Sunday offering, record donations, deposit funds on Monday mornings, report deposit to Treasurer.
3. Collect funds from fundraisers, especially the Art Fair. At times, funds will need to be collected at several times during fundraisers, and on weekends as required.
4. Assistant Treasurer will deposit funds promptly (within one week)(2), collect and record collections for special collections
5. Keep individual pledge information confidential. This information can be shared with the chairs of the Stewardship Committee and the Minister.
6. Prepare and mail individual pledge statements to all of those who have pledged at the end of May, early fall and at December 31 year-end statements. Also, in November, mail statements to those who have pledged that are behind in their pledge payments
7. On the Stewardship Committee, prepare list of donors and provide assistance in setting pledge ranges.
8. Collect pledge cards and provide totals to the Committee.
9. Coordinate with Stewardship Committee to write thank you notes for special donations.
10. Locate a "substitute" for any of the above duties when unable to perform them. Substitutes may be selected from the Worship Associate, greeters, Board, Stewardship or Finance.



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### V. TRUSTEE

**Term:** Two years. Each trustee serves as a member of the Board of Trustees.

Duties: (adapted from Bylaws)

1. Attend one regular meeting per month (Board Meeting currently on 2nd Tuesday), plus special meetings from time to time as required, and congregational meetings.
2. Participation on Stewardship Committee (even if serving on other committees)
3. Expected to “lead by example”, e.g., be a Visiting Steward for the Stewardship drive and help out with other needed tasks from time to time.
4. If the trustee does not volunteer to serve as liaison for a specific committee, the board president will assign a committee to the trustee.
5. Will provide additional services to the congregation beyond the duties already described. This might include, but will not be limited to, specific tasks or projects created by the trustee or board and designed to fill unmet needs within the congregation.

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### **NOMINATING**

**Term:** Two years. Two new members are elected each year. Note that the members of the Nominating Committee are not Trustees, but are elected at the same time as the Trustees.

#### **Duties:**

1. Nominating Committee should hear from the Board President in January in regard to which positions will need to be filled. If the Committee Chair has not heard from the President, it is recommended that the Committee Chair contact the Board President.
2. The Nominating Committee recruits members of the congregation to serve on the Board of Trustees, Endowment Board, and Nominating Committee, and presents them for election at the annual congregational meeting at which officers are elected.
3. Nominating will provide job descriptions to all nominees.
4. Nominating will keep the job descriptions for each Trustee position up to date.
5. The names of those to be nominated will be given to the Board President who will present them for election at the annual spring congregational meeting.
6. The member with the most seniority will serve as Committee Chair.
7. One of the two senior members will serve as Committee Chair.
8. Nominees for the Committee on Ministry are chosen by the Board from a list of names submitted by the Committee on Ministry and the Minister; they are elected the same time as other nominees.

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### VII. ENDOWMENT

**Term:** Three years. One new member is elected each year for staggered terms by the congregation at its annual meeting. The member serving their third year shall act as Committee Chair. Note that these three members of the Endowment Committee are not Trustees, but are elected at the same time as the Trustees.

**Duties:**

1. The Endowment Committee members shall oversee Endowment Funds, making sure that all requirements of the Endowment Policy are followed.
2. They coordinate with other church committees (Finance, RE, Building, Social Justice) on disbursements/distributions.
3. They collaborate with the Community Foundation.
4. They are responsible for periodic fund raising. The Committee shall work with the Board of Trustees on growing the Endowment. This shall include making arrangements for planned/legacy giving, tracking and soliciting planned/legacy gifts.

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### **VII. COMMITTEE ON MINISTRY**

The Committee on Ministry (COM) is composed of five members of the congregation. Per the congregation's bylaws, "nominees for new members will be chosen by the Board of Trustees for a staggered term from a list of names submitted each year by the COM and Minister."

**Requirement: Must be a signed member**

**Member Term: Three years (term begins June 1 and ends May 31)**

**Duties (as adapted from Bylaws):**

The Committee on Ministry is a standing committee that "strives to achieve the highest possible fulfillment of the Congregation's mission through its overall ministry." While responsibility to fulfill the mission lies jointly with the congregation, its leadership and the minister, the COM supports the Congregation and its ministries in the following ways:

1. Conducts or facilitates formal evaluative processes intended to determine how well the Congregation's mission is being fulfilled.
2. Maintains contact with, and visibility to, ongoing activities, interactions, and functions within the congregation to better facilitate accurate assessments of general congregational well-being.
3. Makes recommendations related to the health and welfare of the ministries within the Congregation to the Board of Trustees, the Congregation, and the Minister.
4. Serves as a mediating body as necessary when conflicts arise between or among individuals or groups.
5. Provides guidance in implementing and maintaining the Congregation's Covenant for a Healthy Community.

Other duties of the COM include the following:

1. Recommending policies to the board in areas where policy is lacking and where there are no committee charges with this area of the mission (e.g., safety, conflict resolution, long range planning).
2. Gathering information from the congregation regarding what is going well and what can be improved.
3. Recommending compensation of the minister according to the guidelines of the Unitarian Universalist Association.
4. Consulting with the minister regarding self-care and management of workload.
5. Educating the congregation regarding the church's mission and the mission of the COM.

**Beneficial Characteristics:**

COM members are expected to possess a sound understanding of organizational functioning and interactions within the congregation through personal experience in leadership within this, or a previous, congregation. Beneficial characteristics of an individual serving on the COM include the following:

1. Having general respect among fellow congregants;
2. Good listening skills;
3. Ability to see the "big picture";
4. Ability to discern emotional issues from objective issues;
5. Ability to respect and maintain confidentiality