

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON | BOARD OF DIRECTORS

Position	At Large Board Member
Length of Term	Two Years
Direct Reports	Congregation
Collaborative Relations	As determined.
Last Updated	May 26 th , 2013

The primary role of the Board shall be to care for the temporal and spiritual health of the congregation. The Board shall set policy with end objectives and executive limitations, and shall monitor compliance.

Qualifications:

- Must be a voting member of the Unitarian Universalist Church of Bloomington, IN.
- Ability to attend regular scheduled monthly meetings of the Board and participate in board decision-making.
- Ability to work collaboratively and cooperatively in a group.
- Ability to be a conceptual thinker and future thinker.
- Ability to accept and use appropriate authority.
- Ability to listen and interact with friends and members.
- Read and digest official Board Policies, which we review and reevaluate on an established monitoring calendaring each month (<http://www.uubloomington.org/uucb/govt/boardPolicies.php>).
- Be familiar with the Bylaws and other governance policies.
<http://uubloomington.org/uucb/govt/bylaws.php>.
- Be familiar with UUA processes, including ministerial transition issues (<http://uua.org/>) as well as the website for UUA ministers (<http://www.uuma.org/>).

Principal Responsibilities:

- Provide leadership, consensus with board decisions, support of officers.
- Assume fiscal responsibility for budget, canvass participation, stewardship of property.
- Provide visioning and long-range planning.
- Ensure compliance with bylaws and policies.
- Write governing policies.
- Be sensitive to issues and make suggestions for improvement.
- Provide leadership in modeling welcoming and outreach to newcomers.
- Educate congregation on issues as needed.
- Support Management Team. The board should not instruct staff or non-Board committees regarding their duties. Those fall under the purview of the executive minister or their direct supervisor.
- Assess process toward goals.
- When asked by members of the congregation to solve a particular problem, refer them as necessary to the appropriate individual who can assist them or offer to pass along the comment.
- Keep a broad perspective on issues of interest to the congregation.
- Never speak on behalf of the church or the Board unless authorized by the Board to do so. When speaking to constituents, always make clear that you are expressing your own views on a subject unless there is an official church or board position

Time Requirements:

- Attend monthly board meetings: Board meets for one-to-two hours monthly.
 - Sign up for a reading at the board meetings, which rotates among members.
- Prepare for meetings and correspondences: Attention to e-mail and review of meeting materials.
- Attend and participate in annual board retreat.
- Participate in Sunday Service announcements.
- Attend church regularly and a variety of special church events.
- Attend other church committee meetings as agreed on.
- Attend and take an active role in facilitating congregational meetings in support of the board officers.