

## UUFH

### Shared Ministry Position Description

**Position Title:** Trustee Board member

#### **Purpose of Position/Description:**

As “co-spiritual directors” of the Fellowship, Trustees are among the senior-most stewards of the congregation and as such play an important role in its spiritual, fiscal and organizational effectiveness, helping the congregation to define and fulfill its mission and realize its vision. While attending to the congregation’s ongoing needs, they also monitor its long-term interests and help determine its future strategic direction. Trustees exercise their fiduciary responsibility to govern the responsible usage of all resources of the UUFH, including its facilities and financial resources; hire paid staff (except the Minister); appoint committee chairs and review committee membership; and otherwise oversee effective administration of Fellowship affairs.

There are nine members of the Board of Trustees. Four of them fill the officer positions of President, Vice President, Secretary and Treasurer; one Trustee is the past President. (The Minister and DRE are ex officio non-voting members of the BOT.)

In addition, some Trustees are official Board liaisons to standing committees (i.e. Personnel, Finance) or task forces, and may lead or oversee special projects or initiatives.

#### **Responsibilities:**

The Board of Trustees is responsible for stewardship of the Fellowship (in the general sense, i.e. the best use of resources to achieve the mission of the congregation). Because of the responsibilities inherent in their role, Trustees are expected to fulfill their positions with dedication, integrity, judgment, and discretion, playing an active and visible role in virtually all aspects of congregational life and remaining familiar with the UUFH’s structure, programs and operations. Trustees should be committed to the mission and vision of UUFH and to living the Seven Principles, and are encouraged to bring their diversity of talents and perspectives to inform BOT decisions.

Trustees are expected to take active part in BOT affairs, regularly attending monthly meetings of the Board (spiritual directions and business) as well as retreats, congregational meetings, ad hoc subcommittee meetings, and any additionally-scheduled meetings. They are expected to prepare for meetings through readings and consultations, participate in resource development, and pursue available leadership trainings (such as through relevant literature and available UUA, Metro District and LILI seminars). Trustees are also expected to participate in study groups or task forces as the needs arise. Trustees should strive for “right relationships: they should be collegial and collaborative and model good congregational “citizenship.” They should help the Board have a visible presence at congregational events and be available to congregants to answer questions and relay information, serving both as spokespersons for BOT activities and decisions as well as advocates for congregants’ concerns. (Trustees, however, are not ombudsmen.)

While the Board deliberates over many issues and utilizes the democratic process, it is also important, once a Board decision has been made, that each trustee be committed to its implementation.

**When is this ministry performed/Amount of time required:**

The Board meets formally twice each month -- once for a business meeting and once for a "spiritual directions" meeting. Trustees should be prepared to spend additional amounts of time outside of these meetings looking into or following up on related matters. There is in addition an annual day-long retreat. Board members are also expected to be a visible presence at congregational and UUFH-sponsored events.

**Qualifications:**

Trustees must have been a member in good standing of UUFH for at least two (2) years, *or* have been a member of another UU congregation for at least one (1) year and UUFH for at least one (1) year. Completion of a leadership training course, or equivalent work experience (ideally with other governance or volunteer boards), is highly desirable.

**Training Provided:**

On-the-job. Many trustees have held prior leadership positions in the fellowship which is helpful in preparing them for a Board role. They are also encouraged to take advantage of leadership development opportunities such as those offered by the UUA and LILI.

**Support Provided:**

Trustees are supported in their BOT work by the Minister, the DRE, the paid administrative staff, the Cluster Coordinating Council, and their fellow Board members.

**Board-Appointed?**

Elected position, unless an originally elected Trustee is replaced mid-term.

**Length of Commitment (or Term if Board-Appointed):**

Trustees are elected by the congregation for staggered three (3) year terms (each year three new trustees replace three departing trustees), with a one-year hiatus between departure from the Board and re-election (except for unusual circumstances as outlined in Article 5.1 of the Bylaws). The Vice President serves his/her second year as President and third year as Past President (a non-official title).

**Benefits:**

In fulfilling their BOT responsibilities, Trustees have the opportunity for significant enrichment of their involvement in Fellowship life. While further developing their leadership skills, they have a singular opportunity to deepen their spiritual connections to the Fellowship; build meaningful relationships with the Minister, DRE, fellow Trustees, and congregants; diversify their contributions to UUFH; have an important voice in some of the most significant congregational decisions; and thus play a critical role in the ongoing vitality of UUFH and the advancement of our faith.

**Prepared by:** Maria Nielsen 10/08

**Approved by BOT on:** [date]