

UUFH Shared Ministry Position Description

Position Title: Vice President

Board Member

Purpose of Position/Description:

The Vice President (VP) is crucial to the success of the Fellowship. In the usual succession over three years: one year as Vice President; one as President and then a third year as Past President, the Vice President provides “co-spiritual” leadership with the minister and professional staff. The VP helps the lay and professional leadership in implementing the mission and vision of the Fellowship.

Responsibilities:

According to the UUFH Bylaws, Article V, 5.3, the duties of the Vice President include:

1. Act in the place of the President during absences
2. Succeed to the office of President if the President resigns, dies, or otherwise becomes incapacitated
3. Convene the Cluster Coordinating Council
4. Perform such duties as may be requested or delegated by the President
5. Serve as member of the Executive Committee

In addition to these Bylaw responsibilities, the VP shall:

- Provide support for president and board initiatives
- Chair Cluster Coordinator Council, with primary responsibility to enable Cluster Coordinators to facilitate effective committees
- Provide direction and resources to recruit, support and implement succession planning for committee leadership
- Fiduciary responsibilities include being a finance team member in the shaping of the following year’s budget, and signatory on accounts
- Participate as an active member of the Board of Trustees
- Prepare for presidential role

When is this ministry performed/Amount of time required:

Two board meetings monthly, one Cluster Coordinating Council meeting, one Executive Committee meeting, plus time to support the wide variety of initiatives and concerns which our congregation routinely embraces.

Qualifications:

An ability to see the “big picture,” direction for the Fellowship leadership to focus on. Skills in coaching Cluster Coordinators to be effective in their role of working with the committees under the clusters. Collaborative nature and indefatigable spirit. Ability to listen, process and provide sensitive and constructive feedback to congregants with diverse perspectives, needs and styles.

Training Provided:

Mentoring by current president and past president, plus coaching by minister and district professional staff. Formal training is available through the Long Island Leadership Institute.

Support Provided:

UUA, Metro District, Minister, previous leaders and UUFH professional and administrative staff, plus the expertise of a wide range of committees including Finance, Bylaws, Nominating, etc.

Board-Appointed?

Nominated and elected by congregation

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

Typically, three years: One year as vice president, followed by one year as president (subject to nomination and election by congregation), then one year as board trustee.

Benefits:

The opportunity to influence our Fellowship's organizational, institutional and religious priorities. The appreciation of congregants, plus the knowledge that the work provided to maintain and enhance our religious home today ensures that the UUFH will be a resource for those who do not yet know about Unitarian Universalism.

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Approved by BOT on: [date]