

**First Unitarian Church  
Committee/Group Description**

**Name of Committee/Group**      *Board of Trustees*

**Mission**      *To oversee the successful operation of the church, in line with its Mission Statement, Strategic Plan and Governing Documents, and to provide inspiration, strategies and policies for implementation of goals to Staff, Committees and other operating teams.*

**Responsibilities**      To further this mission, the nine elected members of the Board shall

1. Determine by vote or consensus at the first meeting, which of its members will take on the various special responsibilities designated as President (or Co-Presidents), Vice President, Secretary, Moderator and Liaisons. {&c. *Position Descriptions*}
2. Meet monthly at a regularly designated time.
3. Articulate, promote and monitor Vision and Policy that govern congregational life.
4. Oversee the fiduciary matters of the church.
5. Plan and implement congregational meetings.
6. Support and collaborate with the minister of the congregation, and the staff.
7. Assess and evaluate, with the help of the congregation, the ministry of the congregation, including minister, other staff, board, committees and other operating teams.
8. Provide a safe and secure environment for staff and congregation.
9. Mentor and orient incoming Board members.
10. Provide a presence at Church Council meetings

**Time Commitment**

Members are elected to serve for a period of three years.. The Board year runs from May to the following May.

**Officers**

At its first meeting in May, the Board elects its own officers and positions.

*Note: See individual position descriptions for information on qualifications, time required, training and support provided.*

## **First Unitarian Church Position Description**

### **Position Description**

*President of the Board of Trustees*

### **Purpose of Position**

*To act as nominal leader (First Among Equals) of the Board of Trustees*

### **Responsibilities**

1. To convene and establish the agenda for the Executive Committee
2. To establish the agenda for the monthly Board meeting
3. To communicate regularly with the Minister and other board members
4. To represent the board, or delegate its representation, in ceremonial events inside and outside the church; e.g., new member signing, recognition ceremonies, etc
5. To promote and implement annual ministerial evaluation/assessment.
6. To sign contracts that require board action
7. To represent the church, or delegate its representation, on the Cincinnati Unitarian Church Council

### **Qualifications**

1. Good communication skills, both written and oral
2. Ability to run meetings
3. Understanding of First Church operations
4. Ability to inspire cooperation

### **Amount of Time Required**

- |   |                  |
|---|------------------|
| 1. Board and Executive Committee meetings, including setting agenda - | 5 hours, monthly |
| 2. Ceremonial and contractual duties–                                 | varies           |
| 3. Ministerial evaluation/assessment –                                | once a year      |
| 4. Cincinnati Unitarian Church Council                                |                  |

### **When**

1. Board meetings, second Tuesday of each month
2. Executive Committee, two weeks before Board meetings
3. Ministerial Assessment, late spring
4. Cincinnati Unitarian Church Council, quarterly, except summer

### **Training Provided**

Leadership development, District workshops, GA workshops, Board retreats

### **Responsible To**

The Congregation

### **Support Provided**

Minister, Staff, Congregation and shared board support

**First Unitarian Church  
Position Description**

**Position Name** *Vice President of Board of Trustees*  
**Purpose of Position** *To support the work of the board*

**Responsibilities**

1. To attend monthly Board meetings and Executive Committee meetings
2. To convene and preside over meetings of the First Church Council
3. To establish the agenda of such council meetings
4. To monitor Heartland District and UUA mailings and bring them to the attention of the Board and the Congregation
5. To be the point person responding to individual member concerns and directing them to the appropriate staff or committee

**Qualifications**

1. Good communication skills, both written and oral
2. Ability to run meetings
3. Understanding of First Church, District and UUA operations
4. Ability to inspire cooperation

**Amount of Time Required**

- |  |                       |
|--|-----------------------|
| 1. Board and Executive Committee meetings                  | 4 hours, monthly      |
| 2. First Church Council Meetings, including setting agenda | 4 hours, tri-annually |
| 3. Ministerial assessment (shared)                         | 4 hours annually      |
| 4. Membership concerns (varied)                            | 1 - 2 hours, monthly  |

**When**

1. Board Meetings
2. Executive Committee
3. Council Meetings
4. Ministerial assessment

**Training Provided**

Leadership development, District workshops, GA workshops, Board retreats

**Responsible To**

Board, Congregation

**Support Provided**

Minister, Staff and shared board support

**First Unitarian Church  
Position Description**

**Position Name** *Secretary of the Board of Trustees*  
**Purpose of Position** *To provide communications support to the Board*

**Responsibilities**

1. To keep minutes of meetings of the Board and the Congregational meetings
2. To distribute and post minutes, retaining a copy for the church's historical records
3. To report Board meeting highlights in the newsletter following meetings
4. To communicate with the congregation via newsletter or announcement list-serve as requested by the Board
5. To carry on such correspondence as requested by the Board

**Qualifications**

1. Good communication skills, both written and oral
2. Computer skills, including access and use of internet
3. Some understanding of First Church, District and UUA operations
4. Ability to inspire cooperation

**Amount of Time Required**

- |  |                       |
|--|-----------------------|
| 1. Board and Executive Committee meetings, including minutes | 4-6 hours, monthly    |
| 2. Congregational Meetings, including minutes                | 5 hours, tri-annually |
| 3. Other communications                                      | 2 hours, monthly      |

**When**

1. Board meetings
2. Executive Committee
3. Congregational meetings

**Training Provided**

Leadership development, District workshops, GA workshops, Board retreats

**Responsible To**

The Board and Congregation

**Support Provided**

Minister, Staff and shared board support

**First Unitarian Church  
Position Description**

**Position Name** *Moderator of the Board of Trustees*

**Purpose of Position** *To help the Board set strategies in accordance with all governing documents, and to act as Presider at Board Meetings*

**Responsibilities**

1. To be familiar with all governance documents, including Mission Statement, Constitution, Bylaws, Strategic Plan and Advisory Team Reports
2. To attend monthly Board meetings
3. To attend Executive Committee Meetings, as appropriate
4. To keep the Board on track in setting policy and guiding church staff and leadership according to the instructions of such governance documents

**Qualifications**

1. Good communication skills, both written and oral
2. Ability to run meetings
3. Understanding of First Church, District and UUA operations
4. Ability to inspire cooperation

**Amount of Time Required**

- |                                  |                    |
|----------------------------------|--------------------|
| 1. Board meetings                | 2-3 hours, monthly |
| 2. Studying governance documents | 4 hours annually   |

**When**

1. Board meetings, second Tuesday of each month
2. Executive Committee, two weeks before Board meetings
3. Congregational meetings, as scheduled

**Training Provided**

Leadership development, District workshops, GA workshops, Board retreats

**Responsible To**

The Board and Congregation

**Support Provided**

Minister, Staff and shared board support

**First Unitarian Church  
Position Description**

**Position Name**                    *Committee Liaisons of the Board of Trustees*

**Purpose of Position**            *To work with Committee Clusters, Task Forces and Teams to promote the goals and policies of the Board and to improve communications between the Board and Committees and among Committees*

**Responsibilities**

1. To participate in monthly Board meetings
2. To provide board support and communication to assigned Committees, Task Forces and Teams
  - a. by communicating appropriate board discussions and decisions to Committee Chairs
  - b. by checking in periodically with Committee Chairs to determine what they might need to from the Board to support them in their particular ministry
3. To facilitate communications among the Committees in a Cluster and between Clusters and the Board, when such clusters are formed to serve the process of a new Shared Governance
4. To staff the Sunday Board Table on a rotating basis

**Qualifications**

1. Good communication skills, both written and oral
2. Ability to run meetings
3. Understanding of First Church, District and UUA operations
4. Ability to inspire cooperation

**Amount of Time Required**

- |                         |                   |
|-------------------------|-------------------|
| 1. Board meetings       | 3 hours monthly   |
| 2. Committee Liaison    | 1-3 hours monthly |
| 3. Staffing Board Table | .5 hour monthly   |

**When**

1. Board meetings
2. Committee or Cluster meetings, as scheduled or by email or phone
3. Staffing Board Table, Sundays after service or between services

**Training Provided**

Leadership development, District workshops, GA workshops, Board retreats

**Responsible To**

The Board and Congregation

**Support Provided**

Minister, Staff and shared board support

Last reviewed 9/2/09