

Unitarian Universalists for Social Justice

Roles and Responsibilities of Board Members

The Board of Trustees of UUSJ is responsible for the direction of our organization, while employees (and officers) are responsible for the day-to-day management to implement that policy. The law, organizational by-laws, written policies determine the obligations and duties of those individuals who occupy Board positions.

UUSJ trustees, officer's, committee members, and volunteers must be absolutely clear as to their roles and responsibilities within our organization.

Legal Obligations

The Board of Trustees is responsible for determining the mission, direction and strategies of UUSJ. It provides oversight of our programs, fiscal matters, the performance of the Executive Director and our organization's compliance with appropriate laws and regulations.

Oversight:

Together with their fellow Board members, the individual who accepts this responsibility is legally and morally responsible for all the activities of the UUSJ. S/he will regularly evaluate and review the organizations operations to maintain standards of excellence. The Board member must define and assure that our programs have clear and measurable outcomes and s/he is responsible for providing oversight of outcomes, results, and the impact of our programs.

Fiscal:

The Board of Trustees monitors the finances of UUSJ. S/he sees that sufficient funds are available to meet the organizational objectives. Including the development, presentation and audit of the annual budget. The Board will ensure that the recommendations of any audit are effectively implemented. It will develop investment policies and oversee their effective implementation.

Executive Director:

The Board is responsible for seeking and selecting qualified individuals for the position of Executive Director. The Board will establish the goals and expectations of this individual and evaluate the performance against these expectations on a pre-determined and regular basis.

Legal and Regulatory Compliance:

The Board is responsible for ensuring that the organization, board, and staff abide by all legal, regulatory and contractual requirements, including the provision of an annual legal audit.

Moral Obligations

The moral obligation of the Board is as important as its legal obligations. The Board members should strive to support UUSJ in the following five ways:

1. Act in an advisory capacity
2. Contribute financial resources
3. Volunteer time and generally support UUSJ programs
4. Act as ambassadors outside of UUSJ, in our member congregations and in our communities.
5. Advocate the mission and goals of UUSJ whenever the opportunity presents itself.

Advisory Role

The Board member will assist in the evaluation of the organization's programs and activities, help develop strategies for organizational, programmatic success as well as the success of all its initiatives. The Board member will provide financial and legal advice where appropriate s/he will maintain cognizance of and guide UUSJ efforts in the area of communication and Information Technology.

Fiscal Role

The Board will actively participate in the development of a fund development plan and other strategies to sustain the work of the organization. It will adopt a financial giving policy, participate in fund raising activities and commit to improving their own fund raising skills. It is anticipated that Board members will lead by example in committing to the financial support of the organization personally and through the example of personal participation when the organization solicits support from individual members.

Volunteer Role

Board members are encouraged to participate on UUSJ committees and at UUSJ events, fundraising events, staff and volunteer recognition and award ceremonies, meeting with program participants and attending sessions with funders.

Ambassadorial Role

Board members should understand the purpose and goals of the UUSJ and share its vision and programs with their friends, colleagues, congregations, and the larger community. Members should take all opportunities to expose the work of the organization to diverse segments of the community.

Advocacy Role

Each member of the Board of Trustees should be a strong and vocal advocate in the community, s/he should ensure that personal and professional contacts are made aware of the organization's purpose and programs. Where and when the opportunity

presents itself they should ensure that local, state and federal political representatives are familiar with the work of UUSJ, its accomplishments and needs.

Personal Obligations

In addition to the legal and moral obligations, but closely aligned with both are the following:

1. The Duty of Care
2. The Duty of Loyalty
3. The Duty of Obedience

Care

Board members are required to exercise ordinary and reasonable care in the performance of their duties, exhibiting honesty and good faith. Members must act in the best interest of the organization. S/he must demonstrate reasonable and prudent inquiry in the pursuit of their responsibilities.

Loyalty

Board members are required to demonstrate faithfulness to the organization. This means that Board members must give undivided allegiance to the organization when making decisions that affect the organization. In other words, Board members cannot put personal interests above the interests of the organization. Personal interests may include outside business, professional or financial interests, interests arising from involvement in other organizations, and interests of family members, among others.

Obedience

This duty requires Board Members to act in accordance with the organization's articles of incorporation, by laws and other governing documents, as well as all applicable laws and regulations.

General Responsibilities of Board Officers

Chair

The Chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside or arrange for other members of the executive committee to preside at each meeting in the following order: *vice-chair*, secretary, treasurer. Additional duties are as follows:

- Oversee Board, executive committee and *core group* meetings.
- Serve as ex-officio member of all committees.
- Work in partnership with the Executive Director to ensure board resolutions are properly executed.
- Call special meetings as necessary

- Appoint all committee chairs, recommend who will serve on committees
- Prepare agenda for Board meetings
- Assist _____ in conducting new Board orientation
- Oversee the search for a new Executive Director
- Coordinate the Executive Director's annual performance evaluation
- Work with the nominating committee to recruit new Board members
- Act as the spokesperson for the organization
- Consult with board members of their roles and assist them in assessing their performance, individually and through an [annual Board Self Assessment](#).

Vice Chair

- The Vice Chair shall chair committees on special subjects as designated by the Board. Other duties are as follows:
- Attend all Board meetings
- Serve on the Executive Committee
- Carry out special assignments as requested by the Board Chair
- Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
- Participate as a vital part of the Board leadership.

Secretary

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out minutes and the agenda to each Board member, and assuring that corporate records are maintained. Other duties performed by the Secretary include the following:

- Attend all Board meetings
- Serve on the Executive Committee
- Maintain all Board records and ensure their accuracy and safety.
- Review Board minutes
- Assume responsibilities of the Chair in the absence of the Board Chair, chair-elect, and [Vice Chair](#)
- Provide notice of meetings of the Board and/or of a committee when such notice is required.

Treasurer

The Treasurer shall serve as UUSJ Financial Officer. He/she shall make a report at each Board meeting. The Treasurer serves as an ex-officio member on the Endowment Committee, shall serve as a voting member of the Finance Committee and shall assist in the preparation of the budget. He/she helps develop fundraising plans, and make financial information available to Board Members, Committee

Chairs, member congregations and friends and other interested parties. Additional duties are as follows:

- Maintains knowledge of the UUSJ organization and makes a personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations
- Serve as Financial Officer of the organization
- Manage, with the assistance of the Finance Committee, the Board's review and actions related to the Board's financial responsibilities
- Work with the Executive Director to ensure that appropriate financial reports are made available to the Board in a timely manner
- Assist the Executive Director in preparing the annual budget and presenting the budget to the Board for approval.
- Review the annual audit, as required by law, and answer Board member's questions concerning the audit

Items in blue are not currently in the By-laws nor have they been considered by the Board. They are included here for consideration and recommendation for Board consideration.

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