

Unitarian Universalists for Social Justice of the National Capital Area
Responsibilities of Member Congregations, Roles and Responsibilities of Board Members
and List of Committees
September 2012; revised 09-15-13; Committee List updated 09-26-14

Being a UUSJ member congregation or Board member is more than meetings and conference calls, and Fairshare donations. It is an opportunity to be part of an active web of UUs joined in the pursuit of greater justice for our communities, our nation, and our world. While each person and each congregation will make their own unique stamp on UUSJ, there are some common opportunities and responsibilities.

Opportunities

- * Get connected with UUs committed to social justice from throughout the region.
- * Get a bird's eye view of UU social justice activity.
- * Receive support and encouragement for your social justice work.
- * Be exposed to opportunities to make a larger impact.
- * Develop your leadership skills.
- * Have some fun! Working for justice is joyful work.

Responsibilities of Member Congregations

1. Designate two lay members, one regular and one alternate, for a specified term.
2. Host UUSJ meetings and events at their location in rotation with other congregations.
3. Encourage participation of representatives on at least one UUSJ committee.
4. Assist their representatives in disseminating information about UUSJ projects and proposals.
5. Encourage their membership to support the efforts of the UUSJ.
6. Encourage interest in the UUSJ among congregation members by providing programs which emphasize the work of the UUSJ.
7. Fulfill their financial responsibilities to the UUSJ by paying annual Fairshare each fiscal year.
8. Advise the Secretary of the UUSJ when there are changes in congregation leadership or representatives.

Powers and Duties of Trustees in accordance with Article V, Section 5.1

The Board of Trustees shall have all of the powers ordinarily and legally required or permitted by non-profit governing boards, including, without limitation, the following powers to:

- (a) Determine and review periodically the purposes and the mission of UUSJ.
- (b) Appoint the Executive Director who shall supervise the staff of UUSJ. The Executive Director, who shall be a Unitarian Universalist, shall be selected in accordance with a process and other requirements and conditions set by the Board.
- (c) Oversee and approve the budget of UUSJ.
- (d) Give final approval for membership to organizations proposed by the Executive Committee, and terminate membership for cause.
- (e) Appoint such committees or subcommittees, as they deem necessary or appropriate, to carry out the purposes of UUSJ.

Roles and Responsibilities of Congregation Representatives - Board Members

1. Make a significant attempt to attend all Board meetings and notify the administrator if they can not attend. Coordinate with alternate or representatives from their congregation to assure that their congregation is represented at each UUSJ board of trustees meeting or assign proxy to an attending member from another congregation. If three meetings are missed without notice, UUSJ will assume the position has been abandoned.
2. Keep their congregation informed about UUSJ activities through various communication and program venues.
3. Act as a communication conduit by both taking UUSJ information back to their congregations and bringing information and input from congregations to UUSJ. Talk regularly to the social justice community within congregations about how to use UUSJ and how to support UUSJ.
4. Contribute financially to the best of their ability.
5. Serve on a UUSJ committee.
6. Recruit new individual members and assume ownership of fundraising on behalf of UUSJ within their congregation to meet or exceed Fairshare goals by December 31 or as early in the fiscal year as possible.
7. Contribute articles and events to the UUSJ web site and encourage links to the website from individual congregation websites.
8. Assist UUSJ staff and leadership in developing a strong relationship with congregations.
9. Regularly visit the UUSJ website www.uusj.org and read the bi-monthly E-News bulletins to stay in touch with social justice activity in the region.
10. Be prepared for each meeting and contribute ideas and input.
11. Be prepared for each vote that comes before the Board by reading materials in advance and asking questions where necessary.
12. Be open to new possibilities.

Committees of the UUSJ in accordance with the UUSJ Bylaws Article VII, Section 7.1 - Establishment of Committees and 7.2 - Standing Committees; Article VIII - Executive Committee

Executive Committee

- a. Act for the board and carry on the business of UUSJ in the interval between board meetings promptly.
- b. Present the proceedings of the committee to the board for approval.

Finance

- a. Oversee all financial activities.
- b. Submit a budget of anticipated revenues and expenses for approval at the board of trustee meetings.
- c. Review requests for funds for new UUSJ-related endeavors.
- d. Annually prepare financial information for use by the UUSJ and member congregations in determining their financial needs.

Nominating Committee

- a. Nominate only those persons who have agreed to have their names put forward for election.
- b. Prepare a slate of nominees for officers to be announced at the annual board meeting and voted upon.
- c. Nominate candidates for officers and at-large members on the Executive Committee and members of the standing committees.
- d. Work with the Executive Director to fill all committee positions.
- e. Recommend for election persons who meet the criteria for At Large Representative .

Development Committee

- a. Recommend to the board fundraising policies and programs in support of objectives established by the Board to carry out the work of UUSJ.
- b. Oversee the Social Justice Awards Gala.
- c. Implement fundraising programs.
- d. Implement donor development programs including membership renewal efforts.
- e. Maintain contact with and encourage inactive member congregations to participate in UUSJ activities.
- f. Develop orientation materials for new representatives and member congregations.
- g. Actively seek additional members among National Capital area UU congregations.
- h. Actively pursue reactivation of a member congregation that has consistently not fulfilled its responsibilities to the UUSJ. If after one year, this congregation has not responded to these attempts, recommend in writing to the Board of Directors, that UUSJ membership of this congregation be severed.

Special Committees of the UUSJ in accordance with Article VII, Section 7.1 of the UUSJ Bylaws and Ad-Hoc Committees: Appointed by the Co-Chairs as needed

Communication and Outreach Committee

The committee is responsible for the oversight of the following:

- a. Be responsible for the oversight of the publication and distribution of the UUSJ E-news newsletter.
- b. Work with Administrator to ensure that the Directory of member congregations, representatives and liaison persons is current.
- c. Furnish publicity materials about UUSJ activities to member congregations and to the community as needed.
- d. Maintain a file of notices about the UUSJ found in the news media.
- f. Gather information, pictures, news, etc. from various sources for use in our newsletter and website.
- g. Maintain contacts with congregations to publicize their activities.
- h. Publish information on upcoming meetings and events of interest to UUSJ members.
- i. Oversee the information technology needs of UUSJ and development and maintenance of the website.

Audit Committee

- a. Selects own committee members.
- b. Conduct audit by members according to DC non-profit regulations.

Program Committee

Issues Groups:

- **Immigration Steering Committee (retired in July 2013)**
- **Immigration Task Group/Steering Committee (in process 2014)**
- **Economic Justice Steering Committee (established September 2014)**
- **Environmental/Climate Change Green Leaders Group (name TBD)**

Gala Committee

Social Justice Awards Committee

Strategic Planning Group (established February 2013 retired in June 2013)

Advocacy Oversight Group (as called for in the June 2013 Strategic Plan)

Strategic Plan Implementation Group (as called for in the June 2013 Strategic Plan)

By-Laws Revision Committee (TBD 2013)

Core Group - temporary task group (established June 22, 2014)