

# ESUC Volunteer Job Descriptions

Note: We recognize that as human beings, we are not perfect and a good leader will have a healthy degree of humility. These descriptions are aspirational and not intended to be intimidating.

## Responsibilities and Duties of ESUC Board President

**Length of Term:** One year (repeatable up to 2 terms)

**Note:** The Board President shall be familiar with the document “General Job Description for Trustees-At-Large and Officers” as a partial description of their duties and responsibilities; the following document provides greater detail with regard to the specific job of Board President.

### Summary:

Ideally, the Board President will be a good listener and communicator. A sense of humor, strong emotional intelligence, and a deep affection for ESUC and its vision and mission are also valued qualities in a President. The Board President should be familiar with and committed to policy governance, right relations, the work and purpose of the UUA, and the wider principles of Unitarian Universalism.

The ESUC Board President will act as the chairperson for the monthly Board meetings, monthly Executive Committee meetings, congregational meetings, and any other intermittent or special meetings as called by the Board or the Executive Committee.

The Board President will write a monthly report for the Board Packets and will also write articles for the church newsletter as needed.

### Approximate Time Commitments:

In addition to attending the meetings expected of a general board member, the Board President will attend and lead monthly Executive Committee meetings. The President may also devote from 2 to 10 additional hours weekly to ESUC matters, depending on the current situation and issues that need addressing. This will include reading and replying to relevant email, reviewing the monthly Board Packet, writing reports and articles, and other tasks which arise.

### Minimum Qualifications:

In addition to what is expected of a general board member, the Board President should be experienced in and capable of leading small and large meetings. The Board President will demonstrate an openness and sense of neutrality while listening to and responding to the views of congregants, board members, and staff; and have the ability to encourage collaboration and cooperation. The President will avoid favoritism, secrecy, and bias in dealing with all aspects of

congregational life. Maintaining confidentiality about sensitive matters is essential.

#### **Essential Duties:**

- Understand and be committed to the fiduciary and legal responsibilities of a Board Member.
- Understand, support and help implement policy-based governance and right relations.
- Attend and chair meetings of the ESUC Board, the Executive Committee, the Congregation, and other meetings/gatherings as needed.
- Write monthly reports for the board packets and periodically for the ESUC web-site.
- Act as lay leader of ESUC in making contact with the UUA and the Regional UU Office ● Initiate and participate in planning/organizing the annual Board retreat.

#### **Additional General Requirements for the Board President:**

- Attend the UUA's Annual General Assembly and convey important developments back to the ESUC Board and Congregation.
- Be able to maintain good boundaries and hold the greater good of ESUC above the individual needs of any one person or group.
- Be able to communicate effectively via email.

## **Responsibilities and Duties of ESUC Vice President**

**Length of Term:** One Year (sometimes repeatable up to two terms)

**Note: The Board Vice President shall be familiar with the document "General Job Description for Trustees at Large and Officers" as a partial description of their duties and responsibilities; the following document provides greater detail with regard to the specific job of Vice President.**

#### **Summary:**

The primary role of the Vice President is to act in place of the President in the President's absence and to perform other duties as determined by the Board or delegated by the President.

In alternating years, the Vice President may either become Board President or Chair of the Nominating Committee after one year serving as Vice President, or may serve two years as Vice President before becoming Board President.

The Vice President must become familiar with the specific duties and responsibilities of the President in case it is necessary to step into that role, especially if the President's absence is

an extended one.

**Approximate Time Commitment:**

In addition to attending the meetings expected of a general Board member, the Board Vice President will attend monthly Executive Committee meetings. If acting as the President for any length of time, the Vice President will also attend any additional meetings as specified in the President's job description. In that case, from 2 to 10 hours weekly would need to be devoted to ESUC matters. This includes reading and replying to email, writing reports, reviewing the monthly Board packet and other tasks which might arise.

**Minimum Qualifications:**

In addition to what is expected of a general Board member, the Vice President will need to embody most of the qualifications of the Board President including being a good listener and communicator and having the skill of leading meetings, large and small. Writing monthly reports for the Board packet would be another important part of the job as Acting President. As an Acting President, it would be important to be able to encourage collaboration and cooperation, while minimizing any favoritism, secrecy or bias and maintaining confidentiality.

Please refer to the Job Description for the Board President for a more detailed summary of minimum qualifications.

**Essential Duties:**

- Understand and be committed to the fiduciary and legal responsibilities of a Board Member.
- Understand, support and help implement policy-based governance and right relations.
- Attend and participate in all relevant meetings.
- Chair meetings and act in place of the President when needed.
- Become familiar with the duties and responsibilities of the Board President by direct observation and by reading the pertinent documents.

**Additional General Requirements for the Board Vice President:**

- Be able to communicate effectively by email, reading and replying in a timely manner.
- Be able to exhibit excellent interpersonal skills.
- Work closely with the President to better understand what to expect if it is necessary to step into the Presidency. Also this is important in case they become either the President or the Chair of the Nominating Committee for the following year.

## **Responsibilities and Duties of ESUC Board Secretary**

**Length of Term:** One year (Repeatable up to 4 terms)

**Note:** The Board Secretary shall be familiar with the document “General Job Description for Trustees-at-Large and Officers” as a partial description of their duties and responsibilities. The following document provides greater detail with regard to the specific job of Board Secretary.

### **Summary:**

The Board Secretary will function as a Recording Secretary at all meetings of the Board and will write and post the minutes in a timely manner after each meeting. The Board Secretary also has broad duties for writing the agenda for each Board meeting based on decisions made at the monthly Executive Committee meeting, and for preparing and distributing the Board Packet needed for each Board meeting. This includes gathering, reviewing and editing input and ensuring that an email Board Packet is sent out prior to each Board meeting. The Board Secretary does a significant amount of online work and needs familiarity with several technical programs including, but not limited to, Word, Excel, Powerpoint, Microsoft Teams, and OneDrive.

### **Approximate Time Commitments:**

In addition to attending meetings that are expected of a general Board Member, the Board Secretary will attend the monthly Executive Committee meeting and any other relevant/special meetings that may be called by the Board or Executive Committee. (Occasional absences will require the services of a capable substitute for that meeting to record the minutes.)

The Board Secretary, as the final editor for the Board Packet and minutes of Board meetings, must be able to spend significant additional time reading and replying to email and preparing, editing and reviewing the monthly Board Packets.

### **Minimum Requirements:**

In addition to what is expected of a general Board member, the Board Secretary will be able to manage the recording of on-going minutes from all essential meetings. This involves a significant knowledge of Robert's Rules of Order and experience with determining what is appropriate to include in the minutes.

The Board Secretary will maintain the monthly cadence of the Board Packet which involves being able to receive and manage additions and corrections to various versions of reports, proposals, and other material. The Board Secretary will maintain a professional neutrality regarding content; and be willing and able to use consistent and attractive formatting in the printed materials.

### **Essential Duties:**

- Understand and be committed to the fiduciary and legal responsibilities of a Board Member.
- Understand, support and help implement policy-based governance and right relations.
- Be responsible for establishing quorum and taking/publishing minutes of congregational meetings.
- Record, write-up and report the minutes of relevant meetings in a timely manner. The Board Secretary must have the skills necessary for recording essential elements of a meeting, while ignoring the non-essentials.
- Manage the monthly Board Packet. This includes gathering materials, editing, formatting, and distributing the Board packets prior to every Board meeting.
- The Board Secretary offers support for postings to [esuc.org](http://esuc.org) in collaboration with the Membership Committee
- The Board Secretary also offers support for the archival process – assisting this group in determining what to archive and how to maintain historical materials.
- Have a strong working knowledge of Word and capable with Zoom and Teams as needed.
- Manage significant volumes of email.

### **Additional General Requirements of Board Secretary**

- The Secretary shares with the Director of Finance and Operations (DFO) the responsibility to remove and add signatories at the beginning of the new Board year on all of ESUC's accounts.

## **Responsibilities and Duties of ESUC Board Treasurer**

**Length of Term:** One year (Repeatable up to four years)

**Note: The Board Treasurer shall be familiar with the document “General Job Description for Trustees-at-Large and Officers” as a partial description of their duties and responsibilities. The following document provides greater detail with regard to the specific job of Treasurer.**

### **Summary:**

The Board Treasurer has oversight of all of the finances at East Shore Unitarian Church. This includes oversight of various committees including the Financial Stewardship/Endowment Committee, the Budget Committee, and the Finance Team.. The Board Treasurer attends all meetings concerning

financial matters at ESUC and writes a monthly report, with updates specific to the financial operations, for the Board Packet.

The Board Treasurer is also the authorized signer on all church bank and investment accounts.

#### **Approximate Time Commitment:**

In addition to attending the meetings expected of a general Board member, the Board Treasurer will attend monthly Executive Committee meetings as well as meetings of the various financial committees. This can involve 12 to 14 hours of meetings per month, closer to 20 hrs/month during the creation of the annual budget. Meetings may require additional preparation time. This preparation includes presenting information from the Board to the financial committees along with reading and understanding the impacts of on-going reports, proposals and varied financial spreadsheets.

The Board Treasurer meets weekly with the DFO (Director of Financial Operations) in order to review and update financial operations and prepare for meetings and town halls or other member events that require appropriate information which is ready to communicate.

Additional time must also be devoted to writing a monthly report for the Board packet and reading and replying to relevant emails.

#### **Minimum Qualifications:**

In general, a Board Treasurer will need all the same qualifications as those for a trustee-at-large. In addition, the Board Treasurer must have a background in finances and/or accounting in order to be able to manage the specific duties which are common to a treasurer of a non-profit board.

#### **Essential Duties:**

- Understand, support and help implement policy-based governance and right relations.
- Understand and be committed to the fiduciary and legal responsibilities of a Board Member.
- Sign checks as needed in accordance with policy and assure authorized signers are kept up to date. May also be asked to review expenditures as needed.
- Manage on-going emails and special meetings with staff/leadership/members regarding financial issues.
- Undergo a background and credit check before the congregational vote.

#### **Additional General Requirements for the Board Treasurer:**

- Collaborate with Executive Committee members.

- Be comfortable with public speaking. The Treasurer is required to present financial information to the congregation in a public forum such as Budget Town Halls.
- Be available to answer questions from congregants regarding ESUC finances via email or in public settings.
- Be present at all financial committee meetings on a regular basis.

## **Responsibilities and Duties for ESUC Board Trustees-at-Large**

**Length of term for Trustees at Large:** Three years

### **Summary:**

A Board Member participates in on-going discussions of the vision and mission of East Shore Unitarian Church (ESUC). A Board Member is eager to share creative ideas and unbiased assessments of the present health of the congregation, past moments of glory or missteps, and future dreams of where we are going. A Board Member understands and supports policy-based governance as the framework within which the church operates and applies the principles of policy-based governance in providing guidance and oversight to the staff of East Shore. A Board Member understands the nature of Right Relations and follows the guidelines for applying this process when needed. A Board Member is prepared to communicate with all constituents (church members, visitors, staff, ministers, other Board members) on concerns and issues regarding ESUC. A Board Member is involved in a variety of volunteer activities at ESUC.

### **Approximate Time Commitment:**

A Board Member attends two, 2-hour Board meetings per month. The exact number of meetings is set by the Board. In addition, usually from 6 to 8 hours per month of planning and participating in various church functions, critical to the mission of the church, is expected. A Board Member is usually assigned as a liaison to a Standing Board Committee and may attend those meetings occasionally. A Board Member also usually attends Sunday services and the post-service “coffee and conversation” hour as this is a great time to meet and share with members of East Shore. The officers of the Board (President, Vice President, Secretary, Treasurer) also attend the monthly Executive Committee meetings.

A Board Member reads and replies to relevant email; attends the annual Board Retreat weekend; attends the annual congregational meeting; and attends other possible meetings scheduled by the Board or Executive Committee when essential issues must be addressed.

### **Minimum Qualifications:**

- Must be a member of ESUC in good standing.

- Must have the ability to articulate and live the vision of the church.
- Must have the ability to propose, negotiate and develop policy.
- Must have the ability to work in an open, transparent and collaborative manner.
- Must agree to maintain confidentiality on important matters when appropriate.
- Must have the ability to entrust, motivate and empower membership, staff and volunteers.
- Must be able to offer support, guidance and gratitude to all, especially to the ESUC staff.
- Must be able to manage substantial volumes of email and reply promptly.

#### **Essential Duties:**

- Understand and be committed to the fiduciary and legal responsibilities of a board member.
- Attend and participate in all relevant meetings as outlined above.
- Liaise with an assigned committee as needed.
- Understand, support and help implement policy-based governance and right relations. Review Dan Hotchkiss' text on Policy Governance: Governance and Ministry: Rethinking Board Leadership if clarification is needed.
- Maintain significant contact with church members.
- Review the monthly Board Packet in preparation for Board Meetings and be able to identify "significant content" that is being considered for approval and/or consent.
- Have or obtain a working knowledge of Robert's Rules of Order.

#### **Additional General Responsibilities of Trustee at Large**

- Maintain a professional neutrality and avoid strong bias in one's own opinions, while still expressing one's own ideas and perspectives.
- Understand the church structure and organization.
- Honor and respect the Board practice of "speaking with one voice" after debate is over and decisions have been made.
- Presume good intentions in everyone and demonstrate "love is the doctrine of this church" in interactions with others.



# **Responsibilities and Duties of ESUC Nominating Committee Member**

**Length of Term:** Two Years

## **Summary:**

The principal objective of the members of the East Shore Nominating Committee (NC) is to identify, recruit and support new congregational leaders on an annual cycle.

Nominating Committee work begins each year with team building and understanding the roles and positions needing to be filled for the year to come. It culminates in May with submitting, to the members of East Shore, a slate of nominations to be voted on at the June Annual Meeting. There are usually 4-6 open seats of officers, trustees at large, and nominating committee members to be filled.

## **Approximate Time Commitments:**

Nominating Committee members meet monthly from summer through spring (May) with possible additional meetings as necessary. During recruitment, additional time is required for individually contacting and possibly meeting with potential candidates. There is a moderate amount of email correspondence with committee members between meetings as well. Members are encouraged to attend services and coffee hour as this is a great time for personal contacts with potential candidates.

## **Essential Duties:**

- Each NC member is required to read the various, detailed job descriptions of ESUC Board members and officers and to be knowledgeable about the policies and procedures which govern the life of East Shore.
- Each NC member must participate fully in the following process:
  - The NC is responsible for notifications to the congregation regarding self-nomination and, in general, for inviting any interested ESUC member to contact the committee.
  - Finding candidates for open seats begins with reviewing past lists of promising candidates who for various reasons were unable to agree to be nominated, but are now available. To this is added the names of anyone who submits a self-nomination form, and names that others, such as the Board or Staff, suggest as promising candidates.
  - Each of these candidates is then personally contacted by one of the NC members. ○ Once the list of agreeable candidates is assembled, the process of winnowing them down to the final slate occurs, usually during NC meetings. This final slate is then published in May. ● Email is the primary means of communication among the NC members, and there can be a flurry of them as the intense recruiting phase occurs in January and February.
- NC members must be able to work under the direction of the NC Chair, usually a past

Vice-President of the Board of Trustees.

**Minimum Qualifications:**

- Must be a Member of East Shore Unitarian Church.
- Must be committed to the vision and mission of ESUC
- Must be able to work well in a team – taking responsibility for various tasks as needed.
- Must be able to keep sensitive information confidential.