

## PRESIDENT JOB DESCRIPTION

2 year term

### Bylaw Duties

- Preside at Board of Directors meetings and Congregational meetings.
- Sign with another officer, all legal documents.
- Act for the Board or the Congregation only with the prior authorization of the Board or Congregation.

### Other Duties

- Assist Secretary in preparing agenda for Board meetings.
- Report on activities at regular Board meetings.
- Consult with the Minister on a regular basis about programs, progress, and problems.
- Support and advise Board members as needed.
- Make arrangements for Board Retreat.
- Develop committee charges and recruit members of administrative committees.
- Ensure policies of church are distributed and followed.
- Write annual report of activities for June congregational meeting.
- Participate in Mid South District and UUA events whenever possible.
- Work with church administrator to assemble Board notebooks, Board packets and other written information for Board members.
- Confer with Parliamentarian on proper use of Robert's Rules of Order.
- Communicate with District Executive as needed.
- Read and distribute UUA correspondence to appropriate committees or individuals.
- Attend and support church wide activities that would benefit from representation of Board members.
- Assist in solving problem areas as they occur.

## COUNCIL CHAIR JOB DESCRIPTION

2 year term

### By Law Duties:

- Chair the Church Council
- Serve as liaison between the Board and Council
- Assume the duties of the President if the President is unable to perform them until the Board appoints a successor.
- Assume other duties as assigned by the Board.
- Attend Board meetings
- Council Chair shall perform these duties as prescribed by the By Laws Article 7, Section 7.3 and Article 9.

### Other Duties:

- Prepare minutes of each council meeting
- Present Council Report at each board meeting.
- Prepare and conduct Council Retreat in August of each year
- Support and advise council members as needed
- Prepare Annual Report of Church Council in May of each year.
- Collect Annual Reports of each Church Council Committee in May of each year.
- Support Church President as needed.
- Support Board of Directors Critical Path/Information Timeline as needed, with special attention to council issues
- Support Church calendar with special attention to committee events

## SECRETARY JOB DESCRIPTION

2 year term

### By-law Duties

- Keep a record of all proceedings of the Board and all congregational meetings
- Maintain a record of policies and procedures adopted by the Board

### Other Duties

- Meet with Board officers to plan the agenda for the Board meeting
- Prepare the agenda for board meetings
- Maintain the timeline for the Board
- Send draft minutes, agenda, and timeline to the Church Administrator for inclusion in the Board packet
- Send approved minutes to Church Administrator for posting on bulletin board and placement in Board notebook
- Make sure minutes are sent to the webmaster and newsletter editor as specified by the Board.
- Read the Board packet prior to attending Board meetings
- Send draft minutes and approved minutes to the webmaster for inclusion on the church website
- Send draft minutes to the newsletter editor for publication
- Send draft minutes to the Board for review prior to the Board meeting
- Prepare a monthly "To Do List" and send to Board members and others as a followup to Board meetings
- Attend Board meetings, congregational meetings, Board retreats, and other meetings that require or would benefit from representation of Board members

## FINANCE CHAIR JOB DESCRIPTION

2 year term

### Bylaw Duties

- Chair the Finance Committee
- Guide the development of the annual budget of the church, in cooperation with the Board, with input from the Council and the Congregation
- Advise the Congregation, the Board the Council, and other church groups as necessary, of financial aspects and implications of proposed actions
- Report the status of fiscal affairs to the Board at each regular Board meeting and to the congregation at each annual congregational meeting

### Other Duties

- Being on the Board is not an administrative position, it is a leadership position, and so board members have an additional responsibility to be a leadership presence at the church
- Set agenda for Finance Committee meetings
- Work with Bookkeeper on record keeping issues
- Work with banker on banking issues
- Meet regularly with Minister to discuss financial issues
- Review property, casualty, liability insurance
- Review employee benefits such as pensions with the LTUA, medical insurance (local plan), disability with the LTUA, dental with the UUA, section 125 plan for medical insurance
- Prepare summary of financial report for Board meetings

July, 2002

## TREASURER JOB DESCRIPTION

2 year term

### Bylaw Duties

- Receive and disburse all church funds and shall keep true and complete records of all of the financial affairs of the church
- Serve as a member of the Finance Committee

### Other Duties

- Being on the Board is not an administrative position, it is a leadership position, and so board members have an additional responsibility to be a leadership presence at the church
- Supervise the Bookkeeper
- Approve all bills
- Sign all checks
- Preside at Finance Committee meetings when Finance Chair not available
- Represent the Finance Chair when not available at all meetings

## PERSONNEL COMMITTEE CHAIR

2 year term

### Bylaw Duties:

- Chair Personnel Committee
- Serve as Board liaison to Personnel Committee
- Report to Board periodically actions of the Personnel Committee

### General Duties:

- Advocate for staff
- Develop and revise job descriptions as needed
- Monitor working relationships of staff
- Act as appeal body for staff grievances
- Review compensation and working conditions of staff
- Attend all Board meetings
- Initiate annual employee reviews
- Participate in annual review process of staff with Minister/supervisor
- Support and assist Minister/supervisor with employee issues
- Attend and participate in Board Retreats
- Participate on other committees as requested by Board Chair

## PARLIAMENTARIAN JOB DESCRIPTION

### Bylaw Duties

- None

### Robert's Rules Duties

- Advise the president and other officers, committees and members on matters of parliamentary procedure.
- Confer with president before [congregational] meetings and during recesses to anticipate any problems.
- During [congregational] meetings, give advice to the president, and when requested, to any other member.
- Point out to president as inconspicuously as possible any procedural errors that may affect the substantive rights of any members.
- Maintain a position of impartiality during [congregational] meetings -- not making motions, participating in debate or voting, except in the case of a ballot vote.
- Assist with bylaws revisions.

### Other Duties

- Be familiar with the current authorized edition of "Robert's Rules of Order".
- Act as a regular voting member during Board meetings, only assuming fiill duties of Parliamentarian for congregational meetings.
- Advise on procedure in an informal capacity during Board meetings.
- Help president ascertain if there is quorum at congregational meetings.

## AT-LARGE BOARD MEMBER JOB DESCRIPTION

3 year term

### Bylaw Duties

- None

### Other Duties

- To serve as liaisons to groups or other special functions of the board as delineated in the church organizational chart and to participate in ad-hoc committees as needed for policy or procedure development.
- Be able to listen to the concerns and comments of church members and friends
- Be a presence at church functions, especially those where choices about where the direction of the church or choices that have to be made.
- Be proactive about contact with new members and visitors after services.
- Attend Board meetings, congregational meetings, Board retreats, and other meetings that require or would benefit from representation of Board members