

Job Description for Board of Trustees

Authority

- The role of the Board of Trustees is defined in FUUSA Bylaws Article V.
- The Board is made up of six trustees and six ex-officio voting members who include the four officers, the Social Responsibility Council Chair and the Religious Education Council Chair.
- The Congregation votes to elect trustees at its Annual Meeting in May. The term for Trustee is three years.

Major Duties

- Take a leadership role in establishing, promoting, monitoring and achieving the general purposes, goals and mission of the Society.
- Attend monthly meetings having reviewed the agenda and all relevant materials distributed before the meeting so as to be prepared for discussion.
- Manage and safeguard the property, business, and financial affairs of the Society.
- Participate in Stewardship activities according to individual time and interest.
- Review annually the reports and recommendations of the Personnel Committee.
- Serve as a liaison to other committees or participate in the work of a special task force as needed.
- Ensure that a worship service is held each week in the event of the absence or disability of the minister.
- Strive to be visible, approachable and attentive to members and friends of the congregation.

Key Relationships

- The Board of Trustees works closely with the Officers, Minister, RE Director and standing councils and committees of the congregation.

Time Commitments

- Ongoing time commitments include monthly meetings of the Board of Trustees; an annual 1 day or day 1/2 retreat (generally in August or early September); and attendance at other committee or special meetings as needed.