

## Job Description for President

### Authority

- The position of President is defined in FUUSA Bylaws Article IV. Officers, Sections 1 and 2.
- 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.
- Officers and trustees are elected by Congregational vote.
- The President serves for a period of one year, and may be re-elected twice.

### Major Duties

- Chair the Board of Trustees meetings and presides at all congregational meetings.
- Meet monthly with the Executive Committee (Minister, President, V.P., Secretary and Treasurer) to discuss critical issues and plan the Board meeting agenda.
- Maintain communication with the Congregation.
- Insure that the policies and decisions of the Board and the congregation are implemented.
- Represent the congregation at meetings and ceremonies (such as ordinations and UUA and District events.)
- Work with the Board, minister, Program Coordinating Council and nominating committee to recruit Committee chairs and other volunteers.
- Help shape annual budgets consistent with the congregation's long-range plan and mission.
- Act as an agent of the Board in business matters such as negotiating contracts.
- Provide continuing program and administrative support to the minister.
- Summarize the major actions of the Board and other relevant material for the Annual Report.
- Delegate work, as appropriate, to the vice president, Board members and/or working groups.

### Key Relationships

- The President works closely with the Vice President and other officers, the Trustees and the Minister.

### Time Commitments

- Ongoing time commitments include monthly Board of Trustees meetings, annual Board Retreat, monthly Executive Committee meetings, annual or more frequent congregational meetings and general planning, problem solving and communication.
- Although this varies per year and per individual in the position, one can anticipate at least 15 hours per month.

## **Job Description for Vice President**

### **Authority**

- The position of Vice President is defined in FUUSA Bylaws Article IV. Officers, Sections 1 and 3.
- 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.
- Officers and trustees are elected by Congregational vote.
- The Vice President serves for a period of one year, and may be re-elected twice.

### **Major Duties**

- Consult and work closely with the President on an ongoing basis.
- Act in the absence of or at the request of the President. At such times, the Vice President has all powers and functions applicable to the President.
- Serve as chair and coordinate activities of the Program Coordinating Council to assure that the goals and objectives of the Council are met.
- Participate in monthly Executive Committee meetings with the Minister, President, Secretary and Treasurer.
- Undertake special Board initiatives and other responsibilities as agreed upon with the President or approved by the Board of Trustees.
- Perform the general duties of a Board Trustee.

### **Key Relationships**

- The Vice President works closely with the President, other officers, the Trustees, the Minister, staff, Program Coordinating Council and committee chairs.

### **Time Commitments**

- Ongoing time commitments include monthly Board of Trustees meetings, annual Board Retreat, monthly Executive Committee meetings, Program Coordinating Council meetings, annual or more frequent congregational meetings and general planning and coordination.
- Although this varies per year and per individual in the position, one can anticipate at least 9 hours per month.

## **Job Description for Secretary**

### **Authority**

- The position of Secretary is defined in FUUSA Bylaws Article IV. Officers, Sections 1 and 4.
- 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.
- Officers and trustees are elected by Congregational vote.
- The Secretary serves for a period of one year, and may be re-elected twice.

### **Major Duties**

- Record the minutes of Board meetings and all congregational meetings.
- Distribute draft minutes to Board members for review; prepare final minutes for Board approval; and insure that final minutes and related documents are filed in the administrative office and the designated bulletin board.
- Participate in monthly Executive Committee meetings with the Minister, President, Vice-President and Treasurer.
- Perform the general duties of a Board trustee.

### **Key Relationships**

- The Secretary works closely with the other officers and the Trustees, the Minister and staff.

### **Time Commitments**

- Ongoing time commitments include monthly Board of Trustees meetings, annual Board Retreat, monthly Executive Committee meetings, annual or more frequent congregational meetings and preparation of minutes.
- Although this varies depending upon the number of congregational meetings in a year, one can anticipate an average of 8 hours per month.

## **Job Description for Treasurer**

### **Authority**

- The position of Treasurer is defined in FUUSA Bylaws Article IV. Officers, Sections 1 and 5.
- 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.
- Officers and trustees are elected by Congregational vote.
- The Treasurer serves for a period of one year, and may be re-elected twice.

### **Major Duties**

- Working with the office administrator and accountant, set up procedures for handling the various financial matters of the society and monitors for accuracy.
- Oversee making of all deposits and payments of Society monies. The Office Administrator prepares all bills and prints checks for the Treasurer to sign.
- Prepare and present monthly reports to the Officers and Trustees, highlighting unusual income or expenses. Advise the Board about any emerging financial needs, concerns or policy issues meriting the Board's attention or action.
- Lead the Board's efforts to monitor the fellowship's implementation of policies whenever financial resources are involved.
- Work closely with the Finance Committee in developing the operating budget, the Canvass Committee on the annual canvass and the Endowment Trust on investments and endowments.
- Serve as a member of the Finance Committee and Endowment Trust committee.
- Communicate with and provide information to Fellowship committees on their operating budgets.
- Update and maintain the list of persons authorized to approve payments for committees or other groups within the congregation.
- Work with the accountant, church administrator, office administrator, the minister and financial institutions to ensure the accuracy of expenditures and records.
- Participate in monthly Executive Committee meetings with the Minister, President, Vice-President and Treasurer.
- Perform the general duties of a Board trustee.

### **Key Relationships**

- The Treasurer works closely with the other officers and the Trustees of the Board, the Minister, staff, Finance Committee and committee chairs.

### **Time Commitments**

- Ongoing time commitments include monthly Board of Trustees meetings, annual Board Retreat, monthly Executive Committee meetings, annual or more frequent congregational meetings.
- Although time commitment varies, one can anticipate an average of 14-16 hours per month.

## **Job Description for Assistant Treasurer**

### **Authority**

- The position of Assistant Treasurer is defined in FUUSA Bylaws Article XI. Financial Policy, Section 11. Assistant Treasurer.
- The Assistant Treasurer is a member of the Finance Committee, but may not serve as the Committee's Chair.
- The Assistant Treasurer is a member of the Canvass Committee.
- The Assistant Treasurer is not an officer or member of the Society's Board of Trustees.

### **Major Duties**

- Oversee the collection and monitoring of annual pledge payments from the Society's members and friends, supporting and encouraging timely payment of current year pledges as well as satisfaction of any shortfalls in prior year pledge payments.
- Assist the Treasurer on managing the Society's financial operations.
- Work closely with the FUUSA Administrator.
- May work directly with the Membership database, or may rely on the Administrator for this support.
- Rely on staff expertise (the Administrator, Administrative Assistant, and, where appropriate, the Minister) concerning the congregation, to provide counsel regarding individual hardship circumstances or other sensitivities in communications on pledge fulfillment issues.
- In Finance Committee role, provide input in development of annual operating budget for the Society. Assist in establishing budget projections for current year pledge, back pledge, and other revenue source budget lines for the upcoming fiscal year.
- Schedule and implement the mailing of quarterly pledge statements to all pledge units of FUUSA.
- Prepare articles and notices regarding pledge payments for FUUSA publications.
- Provide monthly reports to the Finance Committee on the status of pledge collection efforts and related activities and issues.

### **Key Relationships**

- The Assistant Treasurer works closely with the Treasurer, Office Administrator and the Finance Committee.

### **Time Commitments**

- Ongoing time commitments include monthly Finance Committee meetings.
- Although this varies per year and per individual in the position, one can anticipate at about 5 hours per month.