

Job Description for Social Responsibilities Chair Revised 2/2014

Authority

- The position of SRC Chair is defined in FUUSA Bylaws Article VI, Councils, Section 4.
- The Council is made up of a chair and six at-large members
- Congregation votes to elect the chair and at-large members
- Chair serves for a period of one year, and may be re-elected twice.

Major Duties

- Voting member of the Board of Trustees and attends meetings of the Board
- Schedule and chair SRC meetings
- Represent SRC on the Program Coordinating Council
- Build relationships with and serve as a liaison to other Social Justice-oriented groups in the community, and with social justice councils of other UU congregations
- Stay informed regarding social justice issues and related positions taken by the UUA bringing new issues to the Council and the congregation
- Responsible for issuing any statements of public support and endorsement consistent with the positions and policies of this Society, the St. Lawrence District of the UUA, and/or the Unitarian Universalist Association of Congregations informing the Board as necessary
- Review and/or initiate and promote activities consistent with statements described above
- Guide and coordinate education and action in social issues of moral and ethical significance
- Summarize the major actions of the Council and other relevant material for the Annual Report
- Delegate work, as appropriate, to the other members of the Council

Key Relationships

- The Chair works closely with the Social Responsibilities Council, the President and other officers, the Trustees and the Minister, the PCC and with community and other UU organizations.

Time Commitments

- Ongoing time commitments include monthly Board of Trustees meetings, annual Board Retreat, monthly PCC meetings, meetings of the SRC and of outside groups and societies
- Although this varies depending upon the number of meetings in a year, one can anticipate an average of 15 hours per month.

Social Responsibilities Council Members-at-large

Authority

- The position of SRC member-at-large is defined in FUUSA Bylaws Article VI, Councils, Section 4.
- The Council is made up of a chair and six at-large members
- Congregation votes to elect the chair and at-large members
- At-large-members serve for a term of three years
- Elected members and Chair appoint up to five additional voting members by majority vote

Major Duties

- Attend monthly SRC meetings
- Cast votes on SRC decisions, including public statements and endorsements, plate giveaways and room donations
- Assume responsibility for one of the following administrative tasks:

- attend PCC meetings, facilitate responsibilities there under; coordinate intercommittee activities, and report to Chair thereon
- under guidance of the Chair, prepare and submit items regarding SRC activities for Windows, Preview, Order of Service and other communication outlets
- respond to church administrative requests, e.g. brochure and website updates, Channing bulletin board and tabling needs
- coordinate SRC presence at FUUSA events, e.g. craft bazaar and Get Acquainted Sunday
- coordinate SRC presence at community events, e.g. National Night Out, Day of Simple Giving, and other events that arise on an ad hoc basis
- attend Building Use Committee meetings, monitor building use issues and coordinate building use donations
- Take action on positions and policies of the Society
- Participate in appointment of up to five additional voting members, each to take responsibility for an area of SRC activity (e.g., Green Sanctuary, Criminal Justice, Hunger & Homelessness, Education, Advocacy).

Key Relationships

- The Council works closely with the Chair, the community and other UU organizations and members of the society.

Time Commitments

Ongoing time commitments include monthly meetings of SRC, participation on any subcommittees the member participates on, and performance of specific administrative task, average of 10 hours per month.