

Unitarian Universalist Fellowship of Mankato

Board of Directors' Job Description

Approved 11-18-15

Amended 7-16

Purpose

- The purpose of the UUFM Board of Directors is to establish and maintain a long-term view of the church and to promote and establish policies and programs which advance the Mission and Vision statements.

The UUFM Board of Directors will conduct each of its meetings in accordance with the **Board Covenant**:

As leaders in a religious community, we strive to:

- Make our board service deepen our spiritual growth.
- Speak to the congregation with one voice and be supportive of the Board's decisions once they have been made.
- Follow a process of decision making that:
 - Acknowledges that we are all imperfect beings and assumes everyone is acting with positive intent.
 - Listens deeply to each other.
 - Allows everyone a chance to be heard.
- Seek and share appropriate knowledge so we all have information for wise decisions.
- Resolve conflicts directly.
- Be clear about assignments, responsibilities, and expectations.
- Encourage and support each other and be respectful of each other's time.
- Ensure that the ongoing vision and mission does not get lost in the day to day business of the group, congregation, fellowship, herd, flock, etc...
- Openly and intentionally communicate with the congregation.
- Respect the work of committees, chairs, staff, and minister.
- Create opportunities for joy and celebration in our work together.

Expectations of Board members

Below are the primary expectations of Board members:

- Regular attendance and full participation at monthly meetings and special meetings as required.
- Participate in one committee.
- Be familiar with UUFM's finances, budget and financial/resource needs.
- Attend worship services regularly.
- Attend MidAmerica Regional Assembly and General Assembly, if possible.
- Maintain confidentiality of Board discussions as appropriate, especially with regard to personnel discussions.

Responsibilities of the Board

Financial

- Present budget to congregation at Annual Meeting
- Review congregational finances on a monthly basis and address anomalies upon recommendation of Treasurer and Finance Committee Chair

Personnel

- In the absence of a minister, and when employees are members, the Board will be responsible for the hiring, termination and discipline of all employees and contractors, in consultation with and upon the advice of the Personnel Committee. All decisions regarding such personnel matters will be communicated by the Board President or Vice President to the affected employee/contractor and to the congregation, not by the Personnel Committee.