



**DOROTHEA DIX UNITARIAN UNIVERSALIST COMMUNITY  
BOARD OF TRUSTEES OPERATIONS MANUAL**

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**JOB DESCRIPTIONS FOR THE BOARD OF TRUSTEES  
JOB DESCRIPTIONS FOR STANDING COMMITTEE CHAIRPERSONS**

**APPROVED BY THE BOARD OF TRUSTEES  
MAY 15, 2013**

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# **THE DOROTHEA DIX UNITARIAN UNIVERSALIST COMMUNITY**

## **General Information about the Board of Trustees**

### **The Board:**

The Board of Trustees represents and leads the congregation in the management of church affairs and the administration of church policy. The By-laws of the Dorothea Dix Unitarian Universalist Community (DDUUC) require a seven (7) member Board of Trustees (Board). The offices are: President, Vice-President, Secretary, Treasurer, Religious Education, Sunday Services, and Social Action. While all elected Board positions have a specific function, the seven members comprise the executive decision-making body of the church.

### **Duties of the Board:**

1. Ensure that space is provided for regular Sunday services.
2. Raise and spend funds to operate the church.
3. Hire staff, as needed.
4. Appoint members to chair special and standing committees.
5. Grant recognition and approval to all activities conducted in the name of DDUUC.

### **General Board Responsibilities:**

1. Maintain communications between the Board, the congregation, and minister. Board members should be visible in the congregation and should attend Sunday services and all church events whenever possible.
2. Develop and adopt church policies, including setting forth a strategic plan of goals for each church year.
3. Ensure that church policies are reviewed, implemented, and updated as necessary. This includes updating the church's yearly strategic plan and reviewing and revising DDUUC's mission statement as needed.
4. Oversee and monitor church finances.
5. Recommend and adopt an annual budget.
6. Ensure new members are recognized.
7. Hire and release any paid staff.

## **Board Member Qualifications:**

Anyone seeking a position on the DDUUC Board of Trustees must be a member of the congregation for one year prior to election to the Board. Interested persons should contact the Nominating Committee.

While there are no specific requirements imposed on persons wishing to serve on DDUUC's Board of Trustees, the Nominating Committee and individuals seeking office should work to ensure the Board is composed of persons who are representative of the following kinds of experiences, knowledge, and skills:

1. Has knowledge of DDUUC's mission, vision, strategic plan, and policies.
2. Is dedicated to implementing the mission and vision of DDUUC, including its strong commitment to social action in building a multi-cultural and open community.
3. Has proven ability to honor and respect confidentiality and cooperatively work with others.
4. Actively participates in DDUUC activities.
5. Communicates well with others.

## **Code of Ethics:**

The Board members commit to ethical and lawful conduct, including the proper use of authority and appropriate decorum when acting as Board members.

## **Governing Style:**

Governance of DDUUC's Board of Trustees shall emphasize:

- Adherence to Unitarian Universalist Principles and Purposes;
- Vision and growth;
- Responsiveness to the congregation's needs;
- Openness and transparency;
- Shared responsibility;
- Spiritual and strategic leadership;
- Being proactive rather than reactive;
- Ensuring an emotionally and physically safe environment for members seeking a liberal, religious path for personal, spiritual, and intellectual growth;
- Building for the future while respecting lessons learned from the past and the present.

All Board meetings will be conducted according to *Robert's Rules of Order*.

**Board Member Orientation:**

The outgoing Board will hold an orientation meeting for new Board members between June 30<sup>th</sup> and September 1<sup>st</sup>. During this meeting, the outgoing Board will present a proposed plan of goals for the upcoming church year.

Prior to October 1<sup>st</sup>, the new Board will conduct a planning meeting to develop the strategic plan for the current church year.

The Board will provide opportunities for members to attend training activities offered by the Joseph Priestley District (JPD) or other affiliated Unitarian Universalist organizations throughout the year.

**DOROTHEA DIX UNITARIAN UNIVERSALIST COMMUNITY  
JOB DESCRIPTIONS**

***PRESIDENT***

**Purpose:**

The President is the chief executive officer of DDUUC. The role of the President is to provide overall management and leadership in developing and implementing Board policy in a manner consistent with the vision, mission and Bylaws of DDUUC.

**Responsibilities to the Board:**

1. Prepare and distribute the agenda for monthly Board meetings.
2. Oversee the formation of standing committees and the recruiting of committee chairpersons.
3. Ensure the proper use of Robert's Rules of Order.

**Other Duties and Responsibilities:**

1. Preside over monthly Board meetings and congregational meetings.
2. Sign, along with the Board Secretary, all legal documents. The President may authorize other Board member(s) to fulfill this obligation.
3. Represent DDUUC at public functions when authorized by the Board.
4. May serve as an *ex officio* member of all committees. Serve as the Board liaison for the following committee(s). May attend committee meetings in a non-voting, advisory capacity.
  - Membership Committee
  - *Ad hoc* committees as needed
5. Ensure that the annual congregational meeting is scheduled in accordance with the Bylaws.
6. Ensure that a status report of annual goals and a proposed annual budget are prepared for the congregation prior to the annual congregational meeting.
7. Ensure that a count of all eligible voting members is conducted prior to any congregational meeting.
8. Consult with the minister from time to time to determine congregational needs with regard to Sunday services and programs.

9. Communicate with the JPD District Executive as needed.
10. Participate in JPD and UUA events whenever possible.
11. Attend and support DDUUC activities whenever possible.
12. Delegate responsibilities to other Board members when appropriate.
13. Cast a vote on any motion before the Board only when there is a tie vote on the motion.
14. Present Board-approved proposed goals and objectives as a recommendation for consideration by the incoming Board for the next fiscal year in accordance with the Bylaws.
15. Submit an annual report to the Board and congregation listing accomplishments of the Board.

## ***VICE PRESIDENT***

### **Purpose:**

The Vice President works together with the President in providing leadership to DDUUC. The Vice President serves as an executive member of the Board as defined by the Bylaws of DDUUC.

### **Duties and Responsibilities:**

1. Fulfill the duties of the President in the event of the temporary absence or inability of the President to serve.
2. Function as an executive member of the Board as defined by the Bylaws of DDUUC.
3. Act in the official capacity of Board member when attending any function authorized by the Board.
4. Serve as the Board liaison to the following committees and represent their concerns to the Board if requested. May attend committee meetings in a non-voting, advisory capacity.
  - Denominational Affairs
  - Community Life Committee
  - Nominating Committee
5. Assist the President, as needed, in implementing the duties required by the Bylaws of DDUUC.
6. Attend DDUUC Board and congregational meetings.
7. Perform any duties delegated by the President to facilitate leadership and long-term planning.
8. Oversee any special projects as delegated by the President.



## **SECRETARY**

### **Purpose:**

The Secretary ensures effective communication is maintained among the Board, minister, and congregation by recording and keeping an accurate record of all official Board and congregational meetings. The Secretary maintains and ensures the security of the historical and legal records of DDUUC. The Secretary serves as an executive member of the Board as defined by the Bylaws of DDUUC.

### **Duties and Responsibilities:**

1. Record and maintain the minutes of all meetings of the congregation, the Board of Trustees, and other official meetings.
2. Maintain a record of policies and procedures adopted by the Board and ensure a copy of the current Bylaws is available at each meeting.
3. Act in the official capacity of Board member when attending any function authorized by the Board.
4. Serve as the Board liaison to the Public Relations Committee and represent their concerns to the Board if requested. May attend committee meetings in a non-voting, advisory capacity.
5. Attend DDUUC Board and congregational meetings.
6. Ensure the minutes of the previous Board meetings are available at the next Board meeting. Forward a summary of monthly Board meetings to the editor of the newsletter for inclusion.
7. Maintain a list of all Members and Friends. Work with the Membership Chairperson to ensure that the list is updated as required by the Bylaws of DDUUC. Submit the membership numbers to the UUA and JPD as required.
8. Provide DDUUC members with written notice of congregational meetings in accordance with the Bylaws.
9. Review and distribute incoming mail. Note: This can be delegated to someone else, but the Secretary is responsible for ensuring that it is done.
10. Sign, along with the President, all legal documents. Be the signatory on DDUUC checks in the absence of, or conflict of interest with, the Treasurer.
11. Send out official correspondence for the Board.

## **TREASURER**

**Purpose:** The Treasurer oversees DDUUC's implementation of policies whenever financial resources are involved and performs other duties in accordance with the By-laws of DDUUC. The Treasurer serves as an executive member of the Board as defined by the Bylaws of DDUUC.

### **Duties and Responsibilities:**

1. Receive and disburse all church funds as authorized by the Board and/or the congregation.
2. Keep accurate records of the financial affairs of DDUUC. Reconcile the checkbook with the bank statement monthly.
3. Serve as a member of the Finance Committee. As the Board liaison, report activities of the Finance Committee to the Board at the monthly meetings if requested by the Chairperson.
4. Ensure the safekeeping of all DDUUC monies.
5. Act in the official capacity of Board member when attending any function authorized by the Board.
6. Sign checks for the disbursement of funds, and sign legal documents as needed.
7. Present a report of all congregational income and expenses at each Board meeting.
8. Assist the Finance Committee in preparing a proposed annual budget to be submitted to the Board for approval and ratification by the congregation at the annual congregational meeting.
9. In coordination with the Finance Committee, prepare and submit a financial statement for the current church year at the Annual Spring Meeting.
10. Arrange for financial audits as required by the Bylaws and provide documentation for all audits.
11. Provide all Board members and committee chairpersons with a copy of the approved budget.
12. Provide DDUUC members with written statements of their contributions following the end of the calendar year.

## ***RELIGIOUS EDUCATION CHAIRPERSON***

**Purpose:** The Religious Education Chairperson coordinates the provision of religious education to the children, youth, and adults of DDUUC. The Religious Education Chairperson establishes the curricula for religious education. The Religious Education Chairperson serves as an executive member of the Board as defined by the Bylaws of DDUUC.

### **Duties and Responsibilities:**

1. Establish and chair the Religious Education Committee to work collaboratively with the minister and the Sunday Services Chairperson to provide educational programs that inspire our children and youth to live by our Unitarian Universalist principles and to cherish a spiritual life.
2. Act in the official capacity of a Board member when attending any function authorized by the Board.
3. Prepare an annual budget for Board approval, and authorize and oversee expenditures related to religious education.
4. Recruit DDUUC members to provide religious education to our children and youth during Sunday Services.
5. Keep parents informed of the goals and objectives of the religious education program through the congregational newsletter.
6. Assist the Social Action Chairperson in providing opportunities for our children to become involved with social justice concerns and projects.
7. Work with Membership Chairperson to schedule and present "New to UU" sessions for prospective members and friends.
8. Prepare and submit an annual report to the Board regarding the religious education program.
9. Work with the Sunday Services Committee, as necessary, to coordinate religious education with Sunday service topics.

## ***SUNDAY SERVICES CHAIRPERSON***

**Purpose:** The Sunday Services Chairperson ensures that worship services are provided for scheduled Sunday services. The Sunday Services Chairperson serves as an executive member of the Board as defined by the By-laws of DDUUC.

### **Duties and Responsibilities:**

1. Establish and chair the Sunday Services Committee. Ensure that speakers are scheduled to provide services of spiritual and intellectual interest when the DDUUC minister is not scheduled.
2. Ensure that Sunday Services represent a variety of spiritual backgrounds and beliefs to support the diverse congregation of DDUUC.
3. Act in the official capacity of Board member when attending any function authorized by the Board.
4. Serve as the Board liaison to the Sacred Space (Housing) Committee, and represent their concerns to the Board if requested. May attend committee meetings in a non-voting, advisory capacity.
5. Ensure that a committee member is assigned to coordinate each Sunday service.
6. Provide a monthly schedule of services to be included in the congregational newsletter and presented at the monthly Board meeting.
7. Prepare an annual budget for Board approval and authorize and oversee expenditures related to Sunday services.
8. Ensure that an order of service is available each Sunday.
9. Ensure that an annual ceremony is scheduled to recognize new members.
10. Ensure that music, materials, and equipment are available as requested by the minister or guest speaker.
11. Prepare and submit an annual report to the Board regarding Sunday services.
12. Provide the pianist(s) with a list of speakers and coordinators for all services.
13. Arrange for tuning the piano as needed. This may be delegated to the pianist(s).

## ***SOCIAL ACTION CHAIRPERSON***

**Purpose:** The Social Action Chairperson ensures that effective and meaningful projects are developed to put our UU Principles into action. The Social Action Chairperson serves as an executive member of the Board as defined by the Bylaws of DDUUC

### **Duties and Responsibilities:**

1. Establish and chair the Social Action Committee.
2. Act in the official capacity of Board member when attending any function authorized by the Board.
3. Provide information to the congregation on opportunities to volunteer for and/or support specific social justice projects.
4. Make recommendations to the Board to promote taking a public stand on social justice issues.
5. Promote participation in local social action projects and interfaith activities.
6. Evaluate needs within the local area and identify organizations and projects to receive DDUUC support.
7. Work with the Religious Education Chairperson to provide opportunities for our children to understand they can make a difference in the world through involvement with social justice projects such as hunger, poverty, discrimination, environmental concerns, etc.
8. Prepare and submit an annual report to the Board regarding social action activities.
9. Attend, or select a representative to attend, meetings of the Good Neighbor Guild (September, January and May).

## **STANDING COMMITTEES**

### **General Information**

The Board of Trustees recruits and approves members of the congregation to serve as chairpersons of the standing committees in accordance with the Bylaws of DDUUC.

Standing Committees are adjuncts to the Board of Trustees. The chairpersons are appointed by the Board. They do not hold elected Board positions, nor do they cast votes on matters of Board policy and/or procedures. While they are not required to attend Board meetings, the Standing Committee chairpersons are encouraged to participate in meetings as they are willing and able.

The Standing Committees oversee specific functions of DDUUC to assist the Board of Trustees. To accomplish this, the committee chairpersons prepare budgets, submit reports, and keep an accurate record of all committee activities.

Standing Committees have designated Board members as liaisons to the committees. Committee chairpersons may choose to attend Board meetings to present issues and concerns or they may request their Board liaisons to act on their behalf. It is the responsibility of the Committee chairpersons to request their respective Board liaisons to place their issues on the Board agenda.

## ***NOMINATING COMMITTEE***

**Purpose:** The Nominating Committee ensures that a slate of candidates for Board positions is presented to the congregation for a vote at the annual year-end meeting.

### **Duties and Responsibilities of the Chairperson:**

1. Report to the Vice President.
2. Schedule and lead committee meetings as needed.
3. Provide updates to the Board on the status of selecting a slate of candidates for Board positions starting with the January Board meeting but no later than the March Board meeting.
4. Ensure that the committee as a whole is well informed about potential candidates.
5. Prepare an end of the year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Communicate effectively to the congregation the expectations, role, and function of each Board position.
2. Recruit members of the congregation to be placed on the ballot for Board positions for the coming year in accordance with the Bylaws of DDUUC.
3. Ensure that nominees represent a demographic cross-section of the congregation.
4. Give prospective candidates a copy of the DDUUC Bylaws and their job descriptions for their offices.
5. No later than three weeks prior to the annual year-end meeting, provide the Secretary with the names of candidates to be placed on the ballot.
6. At the Board's request, recommend candidates for non-elected committee chairpersons.

## **MEMBERSHIP COMMITTEE**

**Purpose:** The Membership Committee conducts activities that will attract and orient new members and promote the growth of the DDUUC. The Membership Committee acts as a resource for anyone who is interested in becoming a member. The Membership Committee is responsible for assisting members and newcomers to stay connected with DDUUC.

### **Duties and Responsibilities of the Membership Chairperson:**

1. Report to the President and provide updates on membership status when they occur. Ensure that the list of members is kept current and provided to the Board Secretary. Annually determine the status of Members and Friends.
2. Recruit committee members; schedule and lead committee meetings as needed.
3. Ensure the secure maintenance of an updated and accurate Membership Book, and retain all membership records in perpetuity.
4. Make budget recommendations.
5. Provide the Sunday Services Chairperson with a list of members to be included in the annual new member recognition ceremony.
5. Prepare an end-of-the-year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Ensure appropriate literature is visibly displayed and available for visitors seeking more information about Unitarian Universalism or DDUUC.
2. Work jointly with the Minister and the Sunday Services Committee to provide at least one Sunday Service that emphasizes membership.
3. Ensure there are greeters scheduled for each Sunday Service and congregational activity.
4. Ensure that temporary name tags and the guestbook are available each Sunday for newcomers.
5. Ensure follow-up contact is made with new visitors.
6. Ensure contact is made with members and friends whose attendance may be waning.



7. Work with the Religious Education Chairperson to schedule and present “New to UU” sessions for prospective members and friends.
8. Update and publish the DDUUC’s annual directory to be available by the opening of the church year.
9. Ensure an information packet is provided to anyone who has an interest in becoming a member of DDUUC.

## ***PUBLIC RELATIONS COMMITTEE***

**Purpose:** The Public Relations Committee utilizes various advertising resources to ensure DDUUC is a visible presence in the community.

### **Duties and Responsibilities of the Public Relations Chairperson:**

1. Report to the Board Secretary and provide updates on publicity activities.
2. Recruit committee members; schedule and lead committee meetings as needed. Act as the contact person for print and electronic media.
3. Make budget recommendations.
4. Prepare an end-of-the-year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Develop news releases, advertisements, and special promotional flyers to keep the public informed about DDUUC activities.
2. Work with other committees in the development of special programs and events to energize the congregation and to attract the general population.
3. Ensure the DDUUC website is maintained.
4. Develop an ongoing list of proposed publicity activities for Board review and approval.

## ***FINANCE COMMITTEE***

**Purpose:** The Finance Committee oversees the investments and capital funds of DDUUC. The committee advises the Board and congregation of the financial aspects and implications of proposed actions.

### **Duties and Responsibilities of the Finance Chairperson:**

1. Report to the Treasurer and provide updates on finance activities.
2. Recruit committee members; schedule and lead committee meetings as needed.
3. Make recommendations to the Board for fiscally sound investments.
4. Prepare an end-of-the-year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Review congregational assets and make recommendations for sound investments and fixed-cost expenditures.
2. Review and make recommendations for DDUUC's property, liability, and casualty insurance policies.
3. Make recommendations for any required employee compensation.
4. Participate in preparing and making recommendations for the annual budget.
5. Coordinate the annual pledge drive and any other capital campaign initiatives.
6. Coordinate fundraising events.

## ***DENOMINATIONAL AFFAIRS COMMITTEE***

**Purpose:** The Denominational Affairs Committee keeps the congregation and Board of Trustees informed about the activities of the Unitarian Universalist Association (UUA) and the Joseph Priestley District (JPD), as well as activities conducted by other UU congregations and groups.

### **Duties and Responsibilities of the Denominational Affairs Chairperson:**

1. Report to the Vice President
2. Make recommendations to the Board regarding participation in important denominational activities, such as the UUA General Assembly and district workshops and meetings.
3. Submit information on pertinent denominational events to the editor of the DDUUC newsletter.
4. Facilitate a congregational discussion of and voting on resolutions under consideration at the UUA General Assembly.
5. Promote and encourage congregational participation in the “Chalice Lighters” program.
6. Promote and encourage congregational participation in denominational and interdenominational initiatives and activities.
7. Work to ensure that the community at large is aware of newsworthy UU events.

## ***BUILDING AND GROUNDS COMMITTEE***

**Purpose:** The Building and Grounds Committee is responsible for maintaining the exterior and interior of the building and all grounds so they are safe. The Sacred Space Subcommittee is responsible for maintaining the worship space for the Congregation so that it is functional, well organized, attractive, and enhances a spiritual atmosphere for worship services

### **Duties and Responsibilities of the Building and Grounds Chairperson:**

1. Report to the Sunday Services Chairperson.
2. Recruit committee members; schedule and lead committee meetings as necessary.
3. Recruit a member of the committee to serve as the coordinator for the Sacred Space Subcommittee.
4. Make budget recommendations.
5. Prepare an end-of-the-year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Ensure the worship space is properly maintained for the comfort and safety of those attending Sunday services.
2. Arrange for volunteers to keep the sanctuary, RE space, kitchens, and rest rooms clean and orderly.
3. Ensure the exterior of the building and surrounding grounds are properly maintained, including snow removal.

### **Sacred Space Subcommittee Responsibilities:**

1. Oversee the sanctuary to ensure it meets DDUUC's aesthetic standards and the spiritual needs of the congregation.
2. Oversee seasonal and holiday decorations.
3. Arrange for flowers to be placed on the altar for services.
4. Ensure that all equipment used in Sunday services is maintained properly.

## **COMMITTEE ON MINISTRY**

**Purpose:** The Committee on Ministry is comprised of at least three members of the Congregation appointed by the Board with the agreement of the Minister. The Committee supports an effective ministry. The Committee selects one member to serve as the Chairperson.

### **Duties and Responsibilities of the Committee on Ministry Chairperson:**

1. Report to the Board as necessary.
2. Ensure the congregation is aware of the Committee's functions and availability.

### **Committee on Ministry Responsibilities:**

1. Keep the minister advised concerning conditions within the congregation as they affect relations between the minister and members, with the main thrust to strengthen and improve relationships.
2. Clarify for the congregation DDUUC's expectations and priorities for the Minister.
3. Assess the effectiveness of the ministry by distributing a yearly assessment and compiling the resulting survey results.
4. Work with the Minister, Board, and congregation to strengthen the overall mission and ministry of DDUUC.
5. Work with the minister in planning professional development and present such plans to the Board.
6. Act as the liaison to resolve any controversial issues involving the minister. Make recommendations to the Board on appropriate resolutions.
7. Work with the minister and the Board to implement a disruptive person's policy that ensures the physical and emotional security of members and friends of DDUUC.

## **COMMUNITY LIFE COMMITTEE**

**Purpose:** The Community Life Committee ensures that the congregation of DDUUC experiences the joys of fellowship and belonging by planning activities to bring members and friends together for social events. The purpose of Community Life is to infuse the secular life of the congregation with the same enthusiasm worship brings to its spiritual life.

### **Duties and Responsibilities of the Community Life Chairperson:**

1. Report to the Vice President.
2. Recruit committee members; schedule and lead Committee meetings.
3. Submit to the Board a plan of annual activities by October.
4. Make budget recommendations.
5. Ensure DDUUC members and friends are informed about all social activities.
6. Delegate the responsibility for publishing DDUUC's newsletter and the monthly Community Calendar.
7. Prepare an end-of-the-year summary of all committee activities to be included in the Board's Annual Report.

### **Committee Responsibilities:**

1. Plan and coordinate activities to develop a varied and interactive social life for DDUUC, such as bread and soup lunches, discussion dinners, theme dinners, and summer social activities.
2. Coordinate the provision of light refreshments following services.
3. Oversee the sending of cards, flowers, etc. to members and friends for appropriate occasions.

## **AD HOC COMMITTEES**

The President, with the consent of the Board may, from time to time, establish *ad hoc* committees for defined, limited purposes to serve the needs of DDUUC.

The Board shall set the purposes of *ad hoc* committees and set the terms of their function and membership. The Board shall dissolve the *ad hoc* committees upon completion of their defined purposes.

The chairpersons are responsible to the Board and shall report on committee activities directly to the Board President.

Board members may serve on *ad hoc* committees, or the Board may appoint those individuals it chooses.

Approved by the Board of Trustees, May 15, 2013