

## **UNITY CHURCH-UNITARIAN-UNITARIAN**

### **BOARD OF TRUSTEES MEMBER POSITION DESCRIPTION** (rev. 7/13)

#### **Purpose of the Position**

The Board of Trustees of Unity Church-Unitarian represents the congregation in shaping the vision and long-term goals of the church. The Board ensures the church is externally effective, internally efficient, and creates policy and direction for the Executive Team.

#### **Connection to the Mission and Ends**

The Board has a clear mission for Unity Church-Unitarian, and Board members are committed to that mission. "The mission of Unity Church-Unitarian is to engage people in a free and inclusive religious community that encourages lives of integrity, service and joy." We embody the following values in all our work:

*Authenticity • Generosity of spirit • Mutual respect • Freedom of thought • Open, broad embrace*

#### **Principal Responsibilities**

The Board follows the Carver model of policy governance. The majority of Board time is spent talking about and planning for the future. Trustees are responsible to the moral owners of Unity Church-Unitarian. Specific responsibilities include:

- Providing the link between Unity Church-Unitarian and its moral owners
- Writing governing policies which, at the broadest levels, address:
  - Ends:* What impact the organization intends to have
  - Executive Team Limitations:* Behaviors, actions, and conditions that are not acceptable because they are imprudent or unethical
  - Governance Process:* Conceiving, carrying out and monitoring the Board's work
  - Board / Executive Team Relationship:* Determining how power is delegated and monitored
- Evaluating and monitoring the Executive Team as required by policy.

#### **Qualifications**

Trustee candidates must:

- be voting members of Unity Church-Unitarian;
- have a commitment to the mission and vision of the church;
- be willing to work within the framework of policy governance;
- be willing to give generously within their means to Unity Church-Unitarian;
- visibly support the church's fund-raising efforts;
- attend and actively participate in all meetings of the Board.

Candidates should:

- have an awareness and understanding of the needs and wants of Unity's moral owners;
- have demonstrated leadership abilities.

Unity Church-Unitarian values a diversity of knowledge, skills, and abilities in its trustees. No board experience is necessary, but a willingness to learn is essential.

#### **Time Commitment**

- Trustees serve three-year terms beginning at election at the **Annual Meeting in November**
- Currently, the Board meets monthly, alternating between the second Saturday from 9:00 am-1:00 pm and the third Wednesday from 7:00-9:00 pm for the full calendar year.
- Trustees are expected to participate on at least one Board task force or sub-committee.
- Trustees are expected to participate in information-gathering meetings for the purpose of monitoring and input from moral owners; time requirements for these activities vary.
- The Board of Trustees provides a full-day orientation for trustee development.
- Trustees attend and participate in church events and activities as needed, including the annual congregational meeting and the annual canvass.
- Each meeting and activity requires preparation.