

Expectations for Board Members of the UUCSC Revised January 2013

Thank you for considering service to the congregation by joining the Board. We appreciate the gift of time and talent you make to serve as the administrators of this spiritual community.

We strive to never forget our purpose is spiritual growth and nurture of the community. We value the inherent dignity and worth of each individual.

Whether you are considering board membership or are returning member, there are expectations that we have for one another involving both conduct and procedures.

Strive to honor both yourself and your fellow Board members by fulfilling these expectations to the best of your ability. Value the perspectives and opinions of others as we also value your ideas and input.

As a Board member you will have an ambassadorial role in UUCSC. Appreciate and share with us the input of any member of the congregation who approaches you with issues or concerns. It is one of the Board's most important duties to maintain clear and open communication with the membership.

There will be a Board meeting scheduled for the third Wednesday of every month or at the discretion of the president. Meetings are held in the community room and are scheduled from 7:00 PM to 9:00 PM. It is vitally important that you attend every meeting unless you are ill or away. If you cannot attend, you are expected to notify someone as far in advance as possible so we know you are not coming. Honor your colleagues on the Board by being on time. We will start promptly at 7:00pm.

At orientation you will receive a notebook containing the most important reference material about the organization of the UUCSC. Please update it with any policies we adopt during your tenure. Most information you will need can be found on our web site.

Program committee chairs and some Board members are required to submit reports prior to each meeting. Others will submit reports or requests on a one-time basis. These reports will be emailed to you. The **due date will be one week before the meeting**. You are expected to read all the reports prior to the meeting and be familiar with their contents.

If you are submitting a report, it is requested that it be brief and contain any action or agenda items after the summary. If you need to include more extensive supporting data or a longer report, please attach it as an appendix.

Expectations of Board Members Continued....

The clerk will email the minutes of the previous meeting within **one week of the Board meeting**. The minutes contain any action items decided on at the previous meeting and who was responsible for attending to the item. Check to see if any are your responsibility. If so, be prepared to report on that item. The meeting agenda will be emailed by the **Monday before the meeting**. If you have an agenda item, please get it to the President by Sunday.

You are fully within your right and are expected to ask any questions that you may have about the committee reports or the minutes that arose during your reading, but the meeting is not the time to read reports. Our goal is to approve reports in an expeditious manner.

Trustees – at one of our first meetings, a Trustee will be selected as a liaison for each of the committees active in the congregation. Once selected, you are the Board's primary point of contact and advice for that committee. You are not expected to attend all their meetings but you are encouraged to attend at least one of their initial meetings.

You should immediately contact the committee after you are appointed to identify yourself as the Board liaison and then check in with the chair from time to time through the course of the year. In addition, board liaisons are expected to attend program council meetings which are held on a regular basis and chaired by the past-president. Being the optimists that we are, we schedule our meetings to run for an hour and a half. We are not surprised if they run as long as two hours. The meeting agenda will have the time allotted to each major subject area and we use this schedule to sharpen our focus and stay on time. Each agenda will follow the format:

- Invocation
- Check in
- Acceptance of Minutes and Reports
- Old Business (including action items)
- New Business
- Review of actions taken and tasks assigned
- Presentations or Requests by guests
- Adjournment

Occasionally we schedule interim meetings or workshops on complicated subjects. The budget workshop is an example. This allows us to focus on important topics in an executive committee format to produce a recommendation for a board meeting.

Our operational covenant is to represent the best interests of our faith community in a secure, transparent, respectful and consensual manner. We've promised to listen respectfully, communicate effectively and honor Board meeting procedures. During meetings we've agreed to value other opinions, turn off cell phones, not interrupt or have side conversations and seek consensus.

Enter, rejoice and come in, we cherish your gift of time and talent!