January 2026

LEADERSHIP COMMITTEE POSITION DESCRIPTION

Article X, Section 1. Leadership Committee from Bylaws:
There shall be a standing Leadership Committee consisting of the Immediate Past President ex officio and three members of the Congregation serving staggered three-year terms. For continuity no more than two members will be elected each year on the day of the Annual Congregational Meeting. The Immediate Past President shall convene the first meeting of the Leadership Committee, at which time the committee will select its chairperson.

The primary duties of the Leadership Committee are to nominate candidates for elected positions, including the Settled Ministry Search Committee, and to administer elections and any other congregational votes. A secondary duty is Leadership Development.

Purpose of Position:
To work with other members of the Leadership Committee to create a slate for those positions open on the Board of Trustees as well as the Fund Trustees and the Leadership Committee, following guidelines set out in the bylaws. To administer other congregational votes as needed. To encourage future leaders and foster a focus on leadership development.

Term of Office:
Elected at Annual Congregational Meeting, term starting July 1 for three years.

Responsibilities:
- Monthly meetings
- Identify congregation members for leadership training; work with minister and board leaders to identify resources for leadership development
- Set out a format and schedule for forming a slate of nominees
- Communicate information to the congregation regarding elections
    - Post current open positions
    - Plan methods of informing the congregation about leadership positions
    - Post nomination deadlines
    - Post biographies and photographs of nominees
- Recruit and work with potential nominees regarding their decision to run for an office
    - Provide current position descriptions to potential nominees.
    - Confirm that potential nominees are eligible for elected positions.
    - Obtain biographies and photographs from nominees.
- Oversee elections including absentee ballots following procedures in the Bylaws (Article XI Rules Governing the Conduct of Elections)
    - Prepare and manage absentee ballot process, working with Board Secretary regarding ballot issues
    - Ensure accuracy of members eligible to vote and proper documentation of voting process (signature of voting members, etc.)
    - Work with Tech Team to ensure proper processes for online participants
- Identify “Unsung Hero” for recognition

January 2026

Gifts: Ability to see the gifts in other people; knowledge of the church governance system; knowledge of Unitarian Universalism

Amount of Time Required: From 1 to 3 hours per month

When Ministry is Performed:
Monthly meeting
More time commitment in the winter and spring leading up to elections

Training Provided: Leadership Committee Chair and members; UUA resources on leadership and board development.

Responsible to: Board of Trustees and the Congregation

Support Provided: Other Leadership Committee members and the Immediate Past President, who serves as Board Liaison for the Leadership Committee

Last revised: January 2026