

## **BOARD OF TRUSTEES Job Description and factors to consider in selection**

### **Guiding principles**

- To ensure that church leadership positions are held by well qualified, trustworthy individuals
- Committed to church mission and vision: Our Mission: Starr King Unitarian Universalist Church in Hayward, California is a welcoming congregation that strives to foster respect and compassion for all people and a reverence for nature. We support one another in our search for spiritual and religious meaning and are committed to working for justice in the larger community.

**Our Vision:** To be a spiritual community for our time:

- ***Spiritually Alive***
- ***Lovingly Inclusive***
- ***Justice centered***

### **Minimum qualifications**

- A member of the church
- Has proven themselves to work cooperatively with others
- Engaged in the Starr King community. Actively involved in church life, whether through regular attendance at Sunday services and/or participation in one or more of our many service committees
- Demonstrates a commitment to the financial health of the church
- Demonstrates a commitment to inclusive and democratic processes and procedures

### **Job Description (duties)**

The Board of Trustees shall constitute the executive body of the church. The Nominating Committee nominates a president, a vice president, a secretary, a treasurer, and trustees at large. After election to the board by the church membership, trustees at large may then be selected by the president to connect with key committees. Board responsibilities are:

All board members:

- **Business affairs:** Administer the church's property, general business and financial matters.
- **Personnel:** Provide for annual reviews of the performance of all employees, including the minister. Hire and dismiss employees (other than the minister).

- Committees: Oversee the work of committees, establish additional committees as necessary.
- Attend board meetings regularly. Any member, including officers, who misses three meetings of the Board of Trustees may be discharged from the office by a two-thirds vote of the members present at a regular board meeting.
- Perform other duties as listed in the [Manual for the Board of Trustees](#).
- Perform all acts not otherwise specified which are necessary for the general welfare of the Church.

#### Officers and liaisons:

- President: As the chief executive officer of the Church, chair the Board of Trustees and preside at all business meetings of the Church and of the Board.
- Vice President: Replace the President in their absence or disability. Serve on executive committee. Orient new board members and NomCom members. Meet regularly with president, accept special assignments as needed. Update documents and reports as needed.
- Treasurer: Keep accurate accounts and financial records of the Church.
- Secretary: Keep a record of proceedings at business meetings of the Church and of the Board.
- Trustees at Large: Three (3) board members are Trustees at Large. These are full voting members of the board. Trustees at Large serve as liaisons with the membership, finance, and religious education committees. Liaison positions serve on the committee to which they are a liaison.

#### **Terms of Office**

Terms of office are for two years. (Members may serve a second 2 year consecutive term in the same office).

#### **Skills and Characteristics for Consideration**

- Business skills, conduct general business of the church. Could include things like ability to understand laws, regulations and contracts, draft policies and procedures, lead strategic planning efforts, manage projects and programs.
- Budget and finance. Accounting, bookkeeping, financial audit.
- Facilities (administer the church's property, building operation and maintenance).
- Human resources, hire, evaluate and dismiss employees, salary and benefits administration
- Able to speak their mind, express themselves. Communication skills.
- Willing to assist with tasks and projects that arise outside of board meetings.

- Personal spiritual life (demonstrates interest in and cultivates ability to live the UU principles and values).
- Church or community involvement. Experience in non-profit organizations, neighborhood groups, local government, schools, businesses, youth or adult education.
- Cultural competence. Aware of other cultures, sensitive to and respectful, interested in learning about. Contributes to building and sustaining a multicultural organization\*.
- Meeting facilitation skills. Lead in a democratic fashion where everyone has a voice, process is understandable and timeframes workable.
- Technical skills. Evaluate software, hardware and security requirements for computer systems used by or under consideration for use by the church. Coordinate virtual meetings. Train others to provide technical support.

*\*“A multicultural organization is one which is genuinely committed to diverse representation of its membership; is sensitive to maintaining an open, supportive and responsive environment; is working toward and purposefully including elements of diverse cultures in its ongoing operations; and is authentic in its response to issues confronting it.” “Embracing Multiculturalism: The Existing Contradictions” by Donald J. Barr and LeNorman J. Strong*