



Unitarian Universalist Fellowship of Corvallis Board Director Information Packet

Explore. Love. Act.

We gather as an inclusive religious community to search for meaning, build deep connections, and inspire action toward a better world for all.

Dear Prospective Board Nominee:

Thank you very much for taking the time to consider serving on the Board of Directors of the Unitarian Universalist Fellowship of Corvallis. The UUFC is self-governed by the congregation. In its Bylaws, the congregation delegates certain responsibilities to an elected Board of Directors. The Board manages the affairs, property, policies, and financial health of the Fellowship. The UUFC Bylaws and Board Policies can be found on our website in the Member's Area at the bottom of the Home page by following the "UUFC Filing Cabinet" link.

What's My Motivation?

Maybe it's the opportunity to help sustain this amazing place, with its compelling Mission, its inspiring Principles, its visionary Congregational Covenant of Right Relations. Maybe it's the call to serve the community that held you in a safe place when you were in distress or transition or a time of discovery and growth. Maybe it's the awakening of courage and hope for a future that can be shaped and guided. After reading the descriptions and duties of the Board of Directors, if you are curious, interested, or eager to serve, please contact the Nominating Committee using this Form: <https://forms.gle/5Ruo9EZk9msSR7XF8>

Notable Dates and Nomination Process

- Nominating Committee (NomCom) list posted: April 19, 2024
- Deadline for additional nominations: May 4, 2024*
- Final nominees posted: by May 11, 2024
- Election takes place at the Annual Meeting: May 19, 2024
- New Board members take office: July 16, 2024

*Additional nominations may be made, with the consent of the person nominated, by petition by at least 10% of the UUFC members and presented to the NomCom 15 or more days before the meeting.

Criteria for Board Nomination

- Must be 18 years of age or older
- Must be a current Member of the UUFC
- Must have been a Member for at least one full year

Who is a Member? You are a member if all of the following apply:

- 16 years of age or older
- Attended the Inquirer's Class series (at least Membership 101, Principles and Sources, and Q & A with the Minister, with commitment to attend the full series) or if under 18, completed the Coming of Age program.
- Signed the Membership Book - a statement supporting the UUFC purposes. This is the official record of membership.

All members of the Fellowship are expected to make a financial pledge for the benefit of the Fellowship and shall be encouraged to do so. Membership privileges, including voting rights, shall not be conditioned upon any minimum financial contribution.

Who's on the NomCom in 2024?

Priscilla Galasso, Jed Irvine, Ann Marchant, and Bonnie Morihara

Board Position Descriptions and Responsibilities

The Board of Directors manages the affairs, property, policies, and financial health of the UUFC. The Board of Directors has no more than 9 and no fewer than 7 members. Directors are elected to serve a two-year term and may serve no more than three consecutive terms. Officers (President, Secretary, Treasurer) are elected to serve a one year term and may serve no more than four consecutive terms.

The Board meets once a month; attendance by Zoom or phone is permitted. Officers of the Board also comprise the Executive Committee. Directors may also serve as liaisons to the Nominating Committee, the Financial Oversight Committee, and the Personnel Committee.

Board members are expected to:

- prepare for and attend meetings
- learn the basic technology to engage (email, Breeze, Google Drive)
- respond to discussion via email or other platforms promptly (within ~1-2 days)
- vote and share perspectives when asked
- Participate in occasional Sunday services
- Work on tasks outside of meetings to help prepare for an upcoming decision

President

The President is the chief officer of the UUFC and presides at all meetings of the Executive Committee, acts as the chair of the Board, and acts as the chair of UUFC member meetings. The President is an ex-officio member of all committees except the Nominating Committee, and has the power and duties usually vested in the office of President. Board members shall designate a director to be vested with all the powers and to perform all the duties of the President during the absence of the President.

Secretary

The Secretary shall have overall responsibility for all recordkeeping. The Secretary shall perform, or cause to be performed, the following duties:

1. Official recording of the minutes of all proceedings of the Board of Directors, the Executive Committee, and the members' meetings and actions.
2. Notification to the membership of meetings and issues to be voted on.
3. Authentication of the records of the Fellowship.
4. Maintenance of current and accurate membership lists.
5. Any other duties that may be prescribed by the Board.

All records of the Secretary shall remain the property of the Fellowship.

Treasurer

The Treasurer shall have the overall responsibility for all Fellowship funds.

The Treasurer shall perform, or cause to be performed, the following duties:

1. Maintenance of full and accurate accounts of all financial records of the Fellowship.
2. Depositing of all monies and other valuable effects in the name and to the credit of the Fellowship in such depositories as designated by the Board of Directors.
3. Disbursement of all funds when proper to do so.
4. Presentation of reports on the financial condition of the Fellowship to the Board.
5. Any other financial duties that may be prescribed by the Board.

All records of the Treasurer shall remain the property of the Fellowship.

Time Commitment

Each monthly meeting lasts about 2 hours. About 1 additional hour per week is needed to participate in email conversations and read the agenda materials ahead of time. If you serve as liaison to other committees, it may mean a few more hours a month. If you also become engaged in more detailed projects, like drafting or editing policies, that would add a few more hours per month. So, your time commitment could be 10-15 hours per month, and sometimes a little more.

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