**Board Job Description-DRAFT**

Adapted from Great Boards for Small Groups by Andy Robinson, Emerson & Church 2006

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| **What Board members provide** | **What Board Members can expect in return** |
| I will give my best effort to “hit the ground running” when beginning my service with the board. | GUUF will provide me with a board orientation and continuing training, as needed, to understand my leadership role. |
| I am familiar with the UU principles and with GUUF bylaws and mission statement so I can speak with confidence about our spiritual principles and our Fellowship. | GUUF will provide me with relevant materials and education, as needed. |
| I understand that the board meets 10-12 times a year, plus one board orientation and one annual, 1/2-day planning retreat. I will do my best to attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the board. I will also come prepared for discussion by reviewing the board agenda, reports and other materials in advance. | I expect that board meetings will be well-run and productive, with a focus on decision-making and not merely reporting. I understand that the agendas and other materials in the board packet will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least two weeks in advance. |
| I accept fiduciary responsibility for the organization and will oversee its financial health and integrity. I will contribute personally to GUUF as recognition of my responsibility and personal investment in the financial health of the Fellowship. I will support the work of the Treasurer and Stewardship Committee to ensure that GUUF has the resources to meet its mission. | I expect timely, accurate and complete financial statements to be distributed at each board meeting. I also expect to be trained to read and interpret these financial statements so I can make sound financial decisions. I expect GUUF to provide Directors & Officers (D&O) insurance and pay all payroll taxes to protect me from personal liability for GUUF’s debts. |
| I accept ethical responsibility and will help to hold fellow board members and staff to professional standards. | GUUF will provide me with relevant training and will access resources from the UUA and MDD to assist board members with our roles and responsibilities. |
| I will serve as an ambassador to the community to educate others about Unitarian Universalism and promote our Fellowship. | GUUF will provide materials and training, if needed, to do this job effectively. |
| I commit to increasing my skills as a board member and leader. | GUUF will provide me with appropriate training and support. |
| I will participate in the evaluation of GUUF staff, as needed, including a minister or administrative staff. | The evaluation of paid staff members will be based on a written job description and on annual goals developed by the board. |