

UUJEC Board of Directors Responsibilities and Expectations



Board Member Responsibilities

- Help determine UUJEC's Vision and Mission.
- Establish fiscal policy, applying for grants, setting and monitoring operating income and expenses.
- Set the organization's yearly priorities and program.
- Engage in a long range planning process to set UUJEC's future course and update it annually.
- When funds are available, select, evaluate and, if necessary, terminate the employment of the Executive Director or other staff.
- Develop and maintain communication links and opportunities for participation in the work of the organization with the UUJEC membership.
- Draft resolutions, letters, workshop proposals and other materials or actions for consideration by the UUJEC Board.
- Maintain contacts with related/allied groups and individuals.

Expectations of Board Members The Board understands that not all Board members can meet all of these expectations every year. We urge our colleagues to meet as many of them as possible so that we can truly continue to be a working board and build working relationships with one another. Board leadership will personally contact a Board member who is not participating actively in Board and Committee meetings. A negotiated leave of absence for a period of time can be arranged.

- Regular participation in the Monthly Board of Director's Meeting via teleconference call (currently – but is reviewed at least annually) on the 1st Tuesday of each month, 5:30 pm EST or EDT.* (see bylaw below)
- Serving an active role on at least one of UUJEC's Committees and/or Task Forces involves:
 - Participating in the periodic working meetings via teleconference call and e-mail
 - Developing goals, strategies and an action plan
 - Assisting in implementing the action plan
- Board Members will maintain membership status with annual contributions of record. Recommended amount: \$250. Annual membership dues currently \$40. Sliding scale to meet your needs is also available.
- Help UUJEC raise funds by making telephone asks, personal contacts to individuals and congregations. Participate in the annual fund drive.
- General Assembly: Attend as often as possible. Volunteer time at UUJEC's Action/Exhibit Booth and at UUJEC organized or sponsored programs. Promote resolutions proposed or backed by UUJEC. Participate in the UUJEC Annual Meeting and Strategic Planning Retreat.
- Help organize and attend UUJEC sponsored conferences or events at regional or district meetings or other venues.

***NB: UUJEC Bylaw,** A Director who misses three monthly conference board meetings in a year, July 1 to June 30, without prior notification to a Board member of a necessary reason, will be removed from office at the next official board meeting.