

# 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 any 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.
- Advocate for Economic Justice: keep your congregation and state action network up to date on current economic issues.

## 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 Zoom platform on the 2<sup>nd</sup> Tuesday of every month, 5:30 P.M. Eastern Time.
- Serving an active role on at least one of UUJEC's committees and/or issues task forces, which involves:
  - Participating in periodic working meetings via Zoom, phone, and e-mail
  - Developing Committee/Task Force 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: \$240. Annual membership dues \$40.
- Help UUJEC raise funds by assisting with grant applications, recruiting members, making telephone asks, personal contacts to individuals and congregations.
- General Assembly (GA): 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/or attend UUJEC-sponsored conferences or events at national or regional meetings or at other venues.