



The First Unitarian Congregational Society in Brooklyn is a joyful, caring, religious community that inspires and empowers people to grow spiritually, care for one another, and work for social justice and stewardship of the earth.

Board of Trustee Job Description

Thank you for considering the position of trustee for the First Unitarian Congregational Society in Brooklyn.

Serving as a trustee is an honor. You will have the opportunity to participate in high level discussions with our paid professional staff including Rev. Ana, Meagan Henry and fellow trustees on important business matters that concern the congregation. It is also an important ministry -- or service to others. You are bringing your talents to bear in healing a hurting world, promoting Unitarian Universalism and making manifest our faith's [seven principles](#).

The Board of Trustees is a corporate body with legal and fiduciary responsibilities for the congregation. It leads and serves our mission and establishes policies that set the direction of the congregation. The board is also responsible for preparing the annual budget and hiring senior staff.

The term of service is three years. During that time, trustees are expected to keep abreast of congregation activities and programs, attend congregational meetings whenever possible, and participate fully in congregational life. Trustees should act in accordance with the congregation's [Right Relations Covenant](#); and follow the rules of the [by-laws of the congregation](#).

Each year, the board creates and agrees upon a covenant. As a trustee, you will be asked to sign this document and abide by its promises.

Current Board Members and Class

Liz Davis (2017)	Roger Cooper* (2018)	James Goward (2019)
Mary Most (2017)	Sean Fischer (2018)	Patrick Gunn* (2019)
Kurt Steele (2017)	Lee Pardee, President* (2018)	Cara Haft (2019)

**Standing Committee*

Standing Committee

The standing committee is made up of the board president and two other trustees. They are responsible for setting the agenda of board meetings and handling urgent matters when the board cannot meet. It generally meets the week before the board meeting. The Senior

Minister is an ex officio member of the Standing Committee.

Board Meetings

The lion's share of your responsibilities will take place at the monthly board meetings. They are typically held on the third Tuesday of the month at 7:00 pm unless there is a major holiday or other conflict. Board meetings are held in the Francis White Room and last approximately 2 hours. The Senior Minister, Director of Educational Ministries, Director of Congregational Life, Clerk of the Society, and Treasurer also attend the board meetings. Except when in executive session, board meetings are open to members of the congregation. While spirited discussion is welcome and expected at meetings, it is expected that all trustees will respect and support final board decisions.

Attendance

Board members are expected to attend all meetings in person. However, participation by phone is preferable to absence. Trustees who miss a meeting are responsible for learning what took place at the meeting.

Meeting Agenda

The agenda and meeting materials are circulated by the board president at least two days before the meeting. We endeavor to keep our board meeting to two hours. In the interests of efficiency, trustees are expected to have read all materials, including the minutes of the previous meeting and staff reports, before arriving for the meeting.

Board members who wish to add items to the agenda must communicate their item for consideration to the board president by email in advance, preferably before the Standing Committee meeting.

Business and Spiritual Practice at Board Meetings

The board president is chosen by the board. The president generally serves as meeting chair. Meetings are conducted in an orderly fashion. The agenda is timed and speakers are recognized by the chair. *In keeping with our spiritual mission of the congregation, every meeting starts with a chalice lighting, opening words and a brief check-in.*

Working Groups

When an issue arises that needs particular attention, working groups around that issue may be created. For example, the board has a working group looking into a fire suppression system for the building. It is also helpful to know the different key committees within the congregation (Music & Worship, Stewardship, Membership, etc.) and what they do and who leads them.

Selection Criteria for Board Service

The Leadership Development Committee does consider “fit” between your interests and experience and the needs of the board when considering the board candidates. We strive to have a diverse and inclusive board in terms of age, race, gender, sexual orientation, education, professional experience, interests, abilities and disabilities. Because board service

is a three-year term, we typically seek members who have been involved with First U with increasing levels of responsibility for at least three years. Candidates with less than three years of service have evidenced deep commitment to the congregation with their time and talent(s) or have commensurate experience from serving other religious or community organizations.

Summary and additional expectations...

Serving as a trustee of First U is a wonderful way to share your gifts with the congregation. Trustees model good leadership by demonstrating how to act in right relationship, how to work using good process and how to be responsible stewards of our congregation's future.

Specifically, as a trustee you will:

- Serve for a three-year term.
- Attend the monthly board meeting (usually 3rd Tuesday/month) -- occasionally more frequently.
- Attend annual board retreat (usually in June).
- Count the Sunday collection about once every other month.
- Send occasional thank-you notes to congregants and others who have contributed significantly to the congregation through their work.
- Occasionally select readings to open board meetings.

Trustees are also expected to:

- Be a visible and positive member of our congregation.
- Learn about and uphold the congregation's by-laws.
- Attend and participate in the planning of congregational meetings.
- With the advice of the Finance Council, determine a budget to be presented to the congregation at the annual meeting that supports our mission, controls expenses and preserves our endowment.
- Attend important congregational events.
- Retain voting membership by making an annual pledge that demonstrates leadership based on the fair share giving guide.