

## Board Trustee Description

**Description Title:** Trustee on the UUSD Board of Trustees  
**Reports to:** Board of Trustees and the Congregation  
**Term:** Elected by the Congregation for a two-year term

**Primary Function:** Board Trustees, as the primary stewards of UUSD sustainability and growth, share the overall responsibility for policy making, long range planning, congregational safety, congregational representation, and conducting its business to fulfill UUSD's Mission and Vision.

### Duties Required in the By-Laws:

1. Shares the overall responsibility for policy making and long-range planning.
2. Shares the overall responsibility for representing the congregation and conducting its business.
3. Maintains ultimate fiduciary responsibility for UUSD.

### Other Duties:

1. Participates in the leadership and business affairs of UUSD.
2. Provides oversight and approval of expenditures of annual operating budget funds and other special funds and for the protection of investment, endowments and UUSD property.
3. Ensures that all financial and human resources are being wisely used to support the Mission and Vision of UUSD in alignment with UUA principles.
4. Takes a leadership role in UUSD by action and example to establish, promote, monitor and achieve UUSD's short and long-term objectives and goals.
5. Attends and actively participates in monthly Board meetings, Board retreats and Congregational Meetings.
6. Serves as liaison to one or more UUSD committee(s).
7. Participates in hiring, firing, and changes to compensation for UUSD non-ministerial employees and contract service providers.
8. Listens to the suggestions and concerns of the Congregation directly and through surveys and brings them to the Board for action or referral.
9. Serves regularly as a Board Representative at worship services.
10. Conducts an annual review of the Minister.
11. Works to assure a safe environment for employees, members and visitors.
12. Regularly assesses the health and vitality of the congregation.

**Key Relationships:** The Board Trustee works closely with Board Officers, other Trustees, the Minister, staff, and members of the Church Council, Executive Team, Committee on Congregational Life, and Leadership Development Committees to perform its duties and responsibilities.

**Time Commitments:** Approximately 8 to 15 hours per month. Time commitment includes adequate preparation for and attendance at one or more Board meeting(s) per month and individual work on Board task force assignments.

Trustees may be removed from the Board if absent from three of any six consecutive Board meetings.

**Desired Qualifications:** Knowledge of UUSD's mission, vision, strategic plan, bylaws, and policies. Dedication to implementing the mission and vision of UUSD, including its strong commitment to be a welcoming, multi-cultural, and anti-oppressive community. Prior leadership or governance experience. Ability to honor and respect confidentiality and work cooperatively with others.