



# Unitarian Universalist Fellowship of Athens

The Reverend Alison Wilbur Eskildsen, Parish Minister  
The Reverend Don Randall, Affiliated Community Minister

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## **UUFA BOARD OF TRUSTEES – Job Descriptions**

### **PRESIDENT**

#### Qualifications:

1. Active and voting member of UUFA for at least 2 years.
2. Exhibited active participation in the leadership of UUFA for at least 1 year.
3. Served on the Board of Trustees for at least 1 year.

#### Responsibilities:

1. Meet with the Minister prior to the Executive Committee each month.
2. Conduct the Executive Committee prior to the Board meeting each month.
3. Encouraged to meet with the Finance Committee prior to the Board meeting each month.
4. Conduct the monthly board meeting.
5. Conduct new board member orientation.
6. Set agenda for and lead congregational meetings.
7. Set agenda for and conduct Governance and Ministry Retreat (Board, Lay Ministers and Staff).
8. Speak publically for the Board when directed to do so by Board action.
9. Attend district, regional and national UU events whenever possible.
10. Sign signature cards at the bank along with the Treasurer and Chair of Finance.
11. Sign checks, contracts and documents as directed by Board action.
12. Ensure a monthly Tapestry article is submitted by the deadline from the Board of Trustees.

### **VICE PRESIDENT**

#### Qualifications:

1. Active and voting member of UUFA for at least 1 year.
2. Exhibited active participation on at least one UUFA committee for at least 1 year.

#### Responsibilities:

1. If the President is unable to attend to the duties of their office, the Vice President shall assume responsibility of the President's office as outlined in the President's Job Description.
2. Attend district, regional and national UU events whenever possible.
3. At the discretion of the President, assist in developing agenda and leading the Governance and Ministry Retreat, congregational meetings and any special events sponsored by the Board of Trustees.
4. Attend Membership Committee meetings as a major focus of this position- assist in evaluating UUFA procedures for retaining members, and integrating new members.
5. Assist with the annual budget drive.

## **TREASURER**

#### Qualifications:

1. Active voting member of UUFA for at least 1 year.
2. Served on the Finance Committee for at least 1 year and/or be vetted and endorsed by the finance committee.

#### Responsibilities:

1. Attend Finance committee as a voting member.
2. Prepare the annual budget.
3. Participate in the annual budget drive.
4. Issue pledge donation reports to members (quarterly).
5. In association with Bookkeeper, track and reconcile all accounts/line items.
6. Provide monthly budget reports, or any special budget report as requested by the Board of Trustees.
7. Monitor all account activities including but not limited to bank accounts, credit card activities, paypal, planned giving and memorial accounts.
8. Verify list of inventory of property, office equipment prepared by the administrator.
9. Conduct audit of safety deposit box; audit Minister's Discretionary account (annually).
10. Review all service contracts.
11. Certifies proper closing of accounting records at the end of each fiscal year.
12. Train incoming Treasurer to ensure a smooth transition at the end of service.

## **SECRETARY**

### Qualifications:

1. Active voting member of UUFA for at least 1 year.
2. Have the ability to keep records and communicate electronically

### Responsibilities:

1. Obtain an up to date list of voting members from the congregational administrator and ensure a quorum is present at each called congregational meeting.
2. Give notice of all congregational meetings and special meetings in accordance with the by laws.
3. Record, post and preserve minutes of all meetings of the Board of Trustees along with all congregational meetings.
4. Conduct correspondence and publicize all announcements as directed by the President of the Board of Trustees.
5. Follow monthly timeline in preparation of the Executive Board meeting, regular Board meeting, preparing agendas and Tapestry deadlines. Timeline can be found on board google docs.
6. Attend and take minutes at the Executive Board meeting once a month, the Board meeting once a month and publish Board article in the Tapestry once a month.
7. Ensure space is reserved at UUFA for the Executive Board, regular Board and any congregational meetings throughout the year.

## **BOARD MEMBER AT LARGE**

### Qualifications:

1. Active and voting member of UUFA for at least 1 year.
2. Exhibited active participation on at least one committee for at least 1 year.

### Responsibilities:

1. Attend orientation for the new Board members.
2. Attend monthly Board meetings.
3. Attend New UU classes when asked.
4. Participate in the annual budget drive.
5. Be an active, engaged and visible member of the congregation by participating in as many activities as possible.
6. Be open to the possibility of being asked to serve as an officer of the Board and actively take part in training before taking office.
7. Be ready to take on “ad hoc” activities as directed by the Board of Trustees.