

This notebook contains descriptions of the following positions:

Board Structure

Board of Trustees (generic)

President of the Board

Executive Vice President

Secretary of the Board

Director of Administrative Council

Director of Community Council

Director of Finance Council

Director of Mission Council

Director of Property Council

Director of Religious Development Council

Fund Trustee

Member of Nominating Committee

*Italicized information at the top of certain position descriptions*

*is from St. John's By-Laws.*

## **BOARD STRUCTURE**

### **PRESIDENT**

- Facilitates all Board and Congregation meetings
- Member of the Executive Committee

### **EXECUTIVE VICE PRESIDENT**

- Member of the Executive Committee
- Assists President
- Leads in the absence of the President
- Coordinates semi-annual All-Council Meetings
- Ex officio member of the Nominating Committee
- Coordinates and develops Task Forces and Ad Hoc Committees
  - Strategic Planning Committee
  - Worship Opportunities Task Force

### **SECRETARY**

- Member of Executive Committee
- By-Laws Committee
- Historian of Documents
- Membership Review Committee (member of)
- Minutes of all Board and Congregation meetings

### **DIRECTOR OF ADMINISTRATIVE COUNCIL**

- Advertising/Public Relations
- Church Calendar
- Church Directory
- Committee on Achieving Congregational Harmony (COACH)
- Committee on Congregational Concerns (CCCC)
- Committee on Ministry
- Newsletter
- Parking Lot Committee
- Technology Committee
- Web Content Advisory Committee
- Staff: Minister, Office Administrator

### **DIRECTOR OF COMMUNITY COUNCIL**

- Art Committee
- Caring Circle
- Hospitality Shepherds—Coffee Hour
- Membership Committee
- Greeters

- Ushers
- Membership Review Committee (member of)
- Shared Ministry Committee
- Social Groups
  - Book Group
  - Lively after Fifty (LAFs)
  - Lavender Ladies Activities Club (LiLACs)
  - Men's Group
  - Young Adults Discussion and Action (YADA)
- Welcoming Congregation

#### **DIRECTOR OF FINANCE COUNCIL**

- Member of Executive Committee
- Leads annual budget planning process
- Maintains financial record and reports
- Initiates biannual audits of the financial records
- Presents budget reports monthly at Board meetings
- Budget and Finance Committee
- Fund Trustee
- Fundraising Committee
- Membership Review Committee (member of)
- Pledge Campaign and Stewardship Committee (member of)
- Staff: Treasurer, Financial Secretary, Assistant Financial Secretary

#### **DIRECTOR OF MISSION COUNCIL**

- Chalice Lighters Liaison
- Denominational Affairs
- Green Sanctuary Partners
- Outreach Grants
- Friends of Szentlaszlo (Partner Church Coordinating Committee)
- Social Action Coordinating Committee (SACC)
- UU Council of Greater Cincinnati
- UU Service Committee

#### **DIRECTOR OF PROPERTY COUNCIL**

- Aesthetics Committee
- Accessibility Committee
- Building maintenance and improvements
- Grounds
- Property Committee (member of)
- Rentals
- Staff: Custodian

## **DIRECTOR OF RELIGIOUS DEVELOPMENT COUNCIL**

- Adult Religious Education
- Choral Series
- EarthSpirit
- Happendance
- Meditation
- Music Committee
- Religious Exploration Associates (children's program)
- Worship & Liturgy Committee
- YRUU (Young Religious UUs)
- Staff: Director of Religious Exploration, Minister of Music, Associate Director of Music

## **MINISTER**

- Member of Executive Committee
- Ex officio of Board of Trustees

Last revised: January, 2009

## **PRESIDENT OF THE BOARD OF TRUSTEES POSITION DESCRIPTION**

*A new Vice President is elected each year and will fill the office of President after one year.*

*The President is the chief administrator of the Congregation and shall preside at all meetings of the Congregation and all meetings of the Board. The President will work with the Minister to coordinate relations with the staff.*

*The Executive Committee is composed of the President, Vice President, Secretary of the Board, Director of the Finance Council and the minister.*

### **Purpose of Position:**

To ensure the Board both carries out its purpose as the administrative body of the church and its charge to keep the Congregation informed on the activities of the church.

### **Responsibilities:**

- Preside at meetings of the congregation and the Board
- Ensure open communication within the Board and with the congregation
- Be the point person by directing individuals to the correct board member, committee, staff member, etc. and a sounding board for congregational concerns
- Assess emerging issues and facilitate resolution where appropriate
- Work closely with the Minister to help St. John's vision become reality
- Work closely with the Executive Vice President to support a smooth transition to the next Board
- Serve as chief administrative officer to sign contracts, etc.

### **Gifts Required:**

- Able to listen/discuss
- Support and encourage others
- Facilitate group processes
- Organizational skills
- Willingness to be a public presence

### **Amount of Time Required:**

3-15 hours a week

### **When Ministry is Performed:**

Year round and almost daily

### **Length of Commitment:**

1 year (following 1 year as Executive Vice President)

### **Training Provided:**

Serving as Executive Vice President

### **Responsible To:**

Board

Congregation

Minister

**Support Provided:**

Executive Vice President, Executive Committee, other members of the Board, Minister

Last revised: January, 2009

## EXECUTIVE VICE PRESIDENT POSITION DESCRIPTION

*A new Vice President is elected each year and will fill the office of President after one year. The Vice-President assists the President in the execution of his or her duties, facilitates inter-council functioning, monitors task force development and assumes the duties of the President when the President is unavailable.*

*The Executive Committee is composed of the President, Vice President, Secretary of the Board, Director of the Finance Council and the Minister.*

### **Purpose of Position:**

Assist the President in the execution of his/her duties; assumes duties of the President in his/her absence; President in training.

### **Responsibilities:**

- Brainstorming, planning with President
- Convenes Nominating Committee
- Convenes and gathers together task forces
- Coordinates 2 All Council/Board dinners/year: Planning, scheduling, cooking, childcare, money collection, writes letter of invitation for Council Director use, Moderator
- Sends To Do list to other members of the Board
- Recruits people to do Sunday morning announcements
- Updates Council Structure list following Nov. elections
- Attends monthly Board meetings
- Attends Board Retreat(s)
- Attends meetings of Executive Committee
- Provides Board "presence" where needed

### **Gifts:**

- Listening
- Openness to new ideas
- Tact and flexibility
- Follow through
- Organizational skills

### **Amount of Time Required:**

From 3 to 15 hours/week (including meetings)

### **When Ministry is Performed:**

All year, heaviest commitment Spring and Fall (All Council Dinners, Retreat(s), Budget)

### **Length of Commitment:**

Two years: one as Vice-President, one as President

### **Training Provided:**

Current President

### **Responsible to:**

Board of Trustees and the congregation

**Support Provided:**

President of the Board, other Board members, Minister

Last revised: January, 2009

## SECRETARY OF THE BOARD POSITION DESCRIPTION

*The Secretary of the Board has responsibility for all non-financial records of the church and keeps accurate minutes of all meetings of the Congregation and the Board.*

*The Executive Committee is composed of the President, Vice President, Secretary of the Board, Director of the Finance Council and the Minister.*

Elected in even numbered years

### **Purpose of Position:**

- Maintain official minutes and documents for the Board of Trustees meetings, annual congregational meetings, correspondence from the Board of Trustees, etc.
- Write, deliver and maintain copies of correspondence from the Board of Trustees
- Review by-laws each year and recommend changes that reflect the mission of St. John's Unitarian Universalist Church and the actions of the congregation or Board
- Bring a voice to the Board that is not reflected in a council

### **Responsibilities:**

- Type the minutes for all Board of Trustees and congregational meetings
- Determine the composition of a quorum and notifying the President
- Attend all Board of Trustees meetings, monthly Executive Meetings, etc.
- Store and maintain "official" documents of the Board of Trustees
- Act as a liaison from the Board to the congregation to ensure sharing of information, etc.

### **Gifts Required:**

- Organizational and multi-tasking skills
- Writing, typing and computer skills (Word, Excel and email)
- To be adept at observation, summarization and giving voice to ideas

### **Amount of Time Required:**

- Average of 4 hours a month to attend the Board of Trustees meetings (3<sup>rd</sup> Wednesday) and Executive Committee meetings (week before Board meeting)
- Average of 3 hours a month to write the minutes, copy and distribute via email and hard copy (Distribute at least the Sunday before the Board of Trustees meeting)
- Day and a half for Board retreat
- Additional 4-6 hours per month from October to June to attend budget meetings with Board and congregation, annual congregational meeting, All-Council dinners, Membership Review Committee (December/January) etc.

### **When Ministry is Performed:**

- Year-round
- Each time you attend church services or an activity, you are in the role of a member of the Board of Trustees

**Length of Commitment:**

- Two years

**Training Provided:**

- Excellent position for observing the workings of the Board of Trustees prior to moving into another leadership role
- Previous secretary should review the content of documents, general expectations, location of materials, etc. (approximately 2 hours)
- Additional training dependent on the motivations of the incumbent and trainings offered by the UUA, etc.

**Responsible To:**

- The Board of Trustees and the congregation of St. John's Unitarian Universalist Church
- You are the "memory" for the period of time you serve on the Board

**Support Provided By:**

- Other members of the Board
- Minister

**SECRETARY**

- Member of Executive Committee
- By-Laws Committee
- Historian of Documents
- Membership Review Committee (member of)
- Minutes of all Board and Congregation meetings

Last revised: January, 2009

## **Position Description: Board of Trustees Council Director**

### **Section 4. Powers and Duties of the Board:**

*On behalf of the Congregation, the Board is responsible for policy development and compliance, and the administrative management of the real and personal property of the church, its business affairs, and all contracts. The Board shall keep the Congregation informed of its decisions and activities.*

*Through its President, the Board shall call special Congregational Meetings as needed. At the Annual Meeting of the Congregation, the Board shall present a budget in itemized form for the Congregation's approval. Neither the Board, nor its officers, shall incur any further financial obligation(s) totaling in excess of two percent (2%) of the total operating budget most recently approved during the fiscal year without specific authorization at a called Congregational Meeting.*

*The Board shall meet at least once a month. A majority of the members constitutes a quorum.*

### **Activities expected of all Board members (not council-specific):**

1. Stay in contact with committees in your council and lend support when needed.
2. Prepare a written report on council activities (including items requiring action by the Board), and distribute it by email before the monthly Board meetings.
3. Be prepared for meetings (i.e. read reports and email discussions).
4. Attend Board meetings. These include monthly meetings and ad hoc meetings (e.g. Board Retreats, special meetings to plan the budget, meetings to discuss "pop-up" issues that can't be dealt with at regular meetings).
  - a. Be on time.
  - b. Contribute to discussion.
5. Attend semi-annual All-Council events.
6. Attend congregational meetings and town hall meetings
7. Attend Board retreat(s) (usually Friday evening and Saturday).
8. Serve as a leader concerning issues of importance to the church as a whole; try to be proactive.

Last revised: January, 2009

## **DIRECTOR OF ADMINISTRATIVE COUNCIL POSITION DESCRIPTION**

*The Administrative Council coordinates administrative functions of the church including, but not limited to, office support, office purchases, office technology, newsletter production, building rentals and church directory.*

Elected in odd numbered years.

### **Purpose of Position:**

- Coordinate committees' goals and tasks to avoid confusion of purpose and goals.
- Report significant accomplishments of committees and/or chairs.

### **Responsibilities:**

- Chairs the Building Use Committee; other members of this committee are Directors of Property and Finance Councils.
- Monitor Council expenses, particularly office and Office Administrator's ongoing purchases
- Consult with Office Administrator concerning People Book and other yearly publications
- Communicate with all Council committees.
- Keep track of all committee activities in Council. (Please see list of committees below.) This includes requesting monthly updates from the committees, reporting significant happenings in monthly board reports, and distributing appropriate information from the board to the committee chairs. It also includes a written annual report to the congregation (typically in the Spring).

### **Gifts:**

- Patience, organizing, people skills, some knowledge of accounting and budgeting, listening skills

### **Amount of Time Required:**

- Minimum 8 hours/month Board meetings and reports
- 4 hours/month working with committees
- 10 hours/month reading and responding to email from other board members

### **When Ministry is Performed:**

- Sunday morning, Board meetings, Committee meetings, staff consultations during week

### **Length of Commitment:**

- 2 years

### **Training Provided by:**

- Reviewing past record-keeping by previous director and committee communications

**Responsible to:**

- Congregation
- Committee chairs
- Board of Trustees

**Support Provided:**

- President of the Board
- Other board members
- Office Administrator
- Chairs of committees

**Administrative Council Includes:**

- Building Use Committee
- Church Calendar
- Church Directory (People Book)
- Committee on Achieving Congregational Harmony (COACH)
- Committee on Congregational Concerns (COCC)
- eNews
- Newsletter (The Reporter)
- Office Administrator Support Committee
- Public Relations (PR) Committee
- Technology Committee
- Web Content Advisory Committee
- Staff: Office Administrator

Last revised: May 2009

## **DIRECTOR OF COMMUNITY COUNCIL POSITION**

*The Community Council supports and encourages a strong sense of community within the congregation through its coordination of social groups and committees that bring members and friends of the church together.*

Elected in odd numbered years.

### **Purpose of Position:**

To minister to the church community through social and formal groups and to bring a shared voice to the Board.

### **Responsibilities:**

- Works with the Board to develop a balanced budget
- Works with committees as liaison to Board
- Works with Membership Committee to implement new procedures directly related to membership of the church
- Attends all Congregational meetings
- Attends monthly meetings of the Board
- Attends monthly committee meetings as necessary to fulfill Director responsibilities

### **Gifts Required:**

Delegating, Leading, Listening, Organizing, Problem Solving, Responsibility

### **Interests or Abilities that would be useful include:**

Ability to work as a member of a team

### **Amount of Time Required:**

3 -5 hours/week (plus monthly meetings)

### **When Ministry is Performed:**

All year; heaviest commitment is in spring (beginning of budget process)

### **Length of Commitment:**

2 years

### **Training Provided by:**

Previous Director of Community Council

### **Responsible To:**

- Board
- Congregation

### **Support Provided:**

- Board members
- Minister
- Membership Committee

- Caring Circle
- Shared Ministry

**Community Council Includes:**

- Art Committee
- Caring Circle
- Hospitality Shepherds—Coffee Hour
- Membership Committee
- Greeters
- Ushers
- Membership Review Committee (member of)
- Shared Ministry Committee
- Social Groups
  - Book Group
  - Lively after Fifty (LAFs)
  - Lavender Ladies Activities Club (LiLACs)
  - Men's Group
  - Young Adults Discussion and Action (YADA)
- Welcoming Congregation

Last revised: January, 2009

## **DIRECTOR OF FINANCE COUNCIL POSITION DESCRIPTION**

*The Director of Finance Council is in charge of developing and administering the financial program of the church. The Director of Finance Council, working with a Board appointed ~~bonded~~ Treasurer, supervises the expenditure of church monies and provides for the written accounting of all the financial transactions of the church. The Director of Finance Council keeps informed of the financial condition of the church, reports to the Board and the Congregation, and prepares financial forecasts as required.*

*The Fund Trustees shall consist of the following six (6) members: the Director of Finance Council, the Director of Property Council, and four Fund Trustees elected by the congregation, two elected each year. The elected Fund Trustees shall be Full members of the congregation, may not be members of the Board, and shall serve for two-year terms. Fund Trustees may not serve more than three consecutive full terms.*

Elected in odd numbered years.

### **Purpose of Position**

- To maintain a healthy fiscal climate and to bring a fiscal voice to the Board

### **Responsibilities:**

- Works with the Board to develop budget
- Works with Treasurer and Financial Secretary to maintain financial records
- Oversees fundraising, annual pledge campaign, stewardship, Sunday collections
- Communicates with congregation regarding fiscal issues
- Member of Fund Trustees
- Member of Executive Committee of the Board

### **Gifts Required:**

- Patience
- Organization
- Planning
- People Skills
- Responsibility

### **Amount of Time Required:**

- 5 hours per week

### **When Ministry is Performed:**

- Year-round

### **Length of Commitment:**

- Two years

### **Training Provided:**

- Mentoring available from prior directors

**Responsible to:**

- Board
- Congregation

**Support Provided by:**

- Finance Council
- Other Board members
- Financial Secretary
- Treasurer

**DIRECTOR OF FINANCE COUNCIL**

- Member of Executive Committee
- Leads annual budget planning process
- Maintains financial record and reports
- Initiates biannual audits of the financial records
- Presents budget reports monthly at Board meetings
- Budget and Finance Committee
- Fund Trustee
- Fundraising Committee
- Membership Review Committee (member of)
- Pledge Campaign and Stewardship Committee (member of)
- Staff: Treasurer, Financial Secretary, Assistant Financial Secretary

Last revised: January, 2009

## **DIRECTOR OF MISSION COUNCIL POSITION DESCRIPTION**

*The Mission Council supports and encourages church relationships beyond its doors through social witness and action. This Council is also responsible for facilitating the church's involvement in denominational affairs.*

Elected in even numbered years.

### **Purpose of Position:**

Serve as liaison between the Board and Denominational Affairs, Social Action Coordinating Committee, Green Sanctuary Partners, Outreach Grants Committee, Friends of Szentlaszlo (Partner Church Program), UUSC congregational representative, and Invitation to Social Action coordinator.

### **Responsibilities:**

- Communicate with each committee/coordinator at least monthly to assess needs and help with problems. Bring proposals to monthly board meetings after review with committee/coordinator.
- Prepare monthly report on activities in Mission Council prior to monthly Board meeting.
- Authorize payment of UUSC, Heartland District and UUA dues.
- Attend monthly board meetings.
- Attend All-Council breakfasts, board retreat, board/staff dinners, etc.

### **Gifts Required:**

- Good listener
- Some organizational skills
- Interest in outreach and social action

### **Amount of Time Required:**

- 10-15 hours a month

### **When Ministry is Performed:**

- Throughout the year

### **Training Provided by:**

- Previous Director of Mission Council
- Board Retreat

### **Responsible to:**

- Board of Trustees, congregation, council committee chairs

### **Support Provided by:**

- Other Board members
- Council committee chairs

### **Mission Council Includes:**

- Chalice Lighters Liaison

- Denominational Affairs
- Green Sanctuary Partners
- Outreach Grants
- Friends of Szentlaszlo (Partner Church Coordinating Committee)
- Social Action Coordinating Committee (SACC)
- UU Council of Greater Cincinnati
- UU Service Committee

Last revised: January, 2009

## DIRECTOR OF PROPERTY COUNCIL POSITION DESCRIPTION

*The Property Council is responsible for coordinating matters concerning church property, including maintenance, improvements and aesthetics.*

*Elected in even numbered years.*

### **Purpose of Position:**

To maintain and enhance the infrastructure and aesthetic value of St. John's property and grounds.

### **Responsibilities:**

- Manage the maintenance and repair of property and grounds including contracting with vendors and coordinating volunteer efforts
- Ensure our building remains accessible for the disabled
- Ensure the building and grounds are safe
- Develop and manage the annual property budget
- Approve RFF's for treasurer
- Maintain a communication path with the church custodian for maintenance, repair and special needs; provide performance feedback as requested by the personnel committee
- Develop action plans and budgets to meet the needs of other councils
- Develop funding options including grant writing
- Board responsibilities:
  - Write monthly report to the Board
  - Attend monthly Board meetings
  - Attend bi-annual council dinners
  - Attend annual Board retreat and other Board functions
- Member of the Finance Council
- Member of the Fund Trustees
- Recruit volunteers and committee members
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### **Gifts:**

- Ability to prioritize needs
- Willingness to listen to suggestions
- Follow-through
- Develop action plans for needs
- Attention to detail

### **Amount of Time Required:**

From 1 to 15 hours a week (including meetings) depending on season and needs of the church.

### **When Ministry is Performed:**

When the need arises (with flexibility for emergency situations).

### **Length of Commitment:**

2 years

### **Training Provided by:**

Previous Property Director

**Responsible to:**

Board of Trustees and the Congregation

**Support Provided:**

President of the Board

Other Board members

Finance Council

Custodian

Office Manager

**Property Council Includes:**

- Aesthetics Committee
- Accessibility Committee
- Building maintenance and improvements
- Grounds
- Property Committee (member of)
- Rentals
- Staff: Custodian

Last revised: January, 2009

## **Director of the Religious Development Council (RDC)**

*The Religious Development Council works with the Minister to coordinate Sunday morning experience and activities related to religious education and musical programming.*

Elected in odd numbered years.

### **Activities specific to the Religious Development Council (RDC):**

1. Serve as Board liaison for the committees and staff within this Council:
  - The committees/groups are: Religious Education for children and youth (RE), Young Religious UUs (YRUU and the Youth Adult Committee, or YAC, Music, Worship and Liturgy, EarthSpirit (our earth-centered/pagan group), Adult RE, Happendance, and Meditation.
  - The staff members are the Minister of Music, Associate Music Director, and Director(s) of Religious Education.
    - a. Contact committee chairs/group leaders and staff members before Board meetings to see if they have information or action issues for the Board to consider.
    - b. Serve as an advocate for the components of the Religious Development Council (RDC) at Board meetings (and elsewhere as appropriate), while also maintaining a view of the needs of the church as a whole.
    - c. Facilitate communication between the Board and the groups/staff within the RDC, e.g., about Board decisions, discussions, and upcoming issues.
2. Serve as a sounding board/support person for staff and committee chairs/group leaders, when appropriate.
  - a. Listen when people have things they want to discuss.
  - b. Anticipate things that might come up, bring them to people's attention, and help to implement solutions, as appropriate. Forward information about resources.
  - c. Compliment people on the work that they do.

### **Time Required:**

Varies, depending on church and Council activities, but a minimum of 1 to 2 hours per week, plus Board meetings.

### **Training and Support Provided By:**

Previous Council director, other Board members, Council leaders, Minister, Music and RE staff.

### **Religious Development Council Includes:**

- Adult Religious Education
- Choral Series
- EarthSpirit
- Happendance
- Meditation
- Music Committee
- Religious Exploration Associates (children's program)

- Worship & Liturgy Committee
- YRUU (Young Religious UUs)
- Staff: Director of Religious Exploration, Minister of Music, Associate Director of Music

Last revised: January, 2009

## NOMINATING COMMITTEE POSITION DESCRIPTION

Two members of the Nominating Committee are elected each year.

### **Section 1. Nominating Committee:**

*There shall be a standing Nominating Committee consisting of the Vice-President ex officio and four members of the Congregation serving staggered two year terms with two elected each year from a slate of a least two candidates on the day of the Annual Congregational Meeting. The Vice-President shall convene the first meeting of the Nominating Committee, at which time the committee will select its chairperson.*

*The primary duties of the Nominating Committee are to nominate candidates for elected offices and to administer the elections.*

### **Purpose of Position:**

To work with other members of the Nominating Committee to create a slate for those positions open on the Board of Trustees as well as the Fund Trustees and the Nominating Committee following guidelines set out in the by-laws.

### **Responsibilities:**

- Monthly meetings
- Oversee elections including absentee ballots (Board members running for re-election may not participate in the overseeing of the elections)
- Set out a format and schedule for forming a slate of nominees
- Posting of current open positions and position descriptions
- Posting of nomination deadlines
- Posting of bios and photographs of nominees
- Work with potential nominees in their decision to run for an office
- Work with nominees to:
  - Make sure they are eligible for election
  - Make sure they get a current position description and understand the position they are running for
  - Make sure they follow through with biographies and photographs
- Identify “Unsung Hero” for recognition

### **Gifts:**

Ability to see the gifts in other people

### **Amount of Time Required:**

From 1 to 3 hours per month

### **When Ministry is Performed:**

Monthly meeting

More time commitment in the winter and spring leading up to elections

### **Length of Commitment:**

2 years

**Training Provided:**

Nominating Committee Chair and members

**Responsible to:**

Board of Trustees and the Congregation

**Support Provided:**

Other Nominating Committee members

Board Liaison for the Nominating Committee (generally the Executive Vice President)

Last revised: January, 2009

## FUND TRUSTEE POSITION DESCRIPTION

Two Fund Trustees are elected each year.

### **Section 10. Fund Trustees:**

*The Fund Trustees shall consist of the following six (6) members: the Director of Finance Council, the Director of Property Council, and four Fund Trustees elected by the congregation, two elected each year. The elected Fund Trustees shall be Full members of the congregation, may not be members of the Board, and shall serve for two-year terms. Fund Trustees may not serve more than three consecutive full terms.*

*The Fund Trustees shall serve as trustees of all endowment and other special funds authorized by the Congregation or the Board. Four (4) of the six (6) Trustees must consent to all decisions made with respect to funds under their trusteeship. They shall abide by separate guidelines established by the Board or Congregation for each of the funds.*

### **Purpose of Position:**

To work with other members of the Fund Trustees to insure the stability of the current funds that the trustees oversee: Legacy fund, Lorentz Property Fund, Music Endowment Fund, and Outreach Endowment Fund.

### **Responsibilities:**

- Monthly meetings with the Fund Trustees
- Meetings with the Finance Council
- May research investment opportunities for the funds
- Ensure that the Charters for each Fund are current with Finance Council and Board goals
- Help decide on Fund investments
- Help decide on expenditures from Funds

### **Special Jobs:**

- Reporting to the congregation and Board
- Chair: Calling and presiding at meetings, agenda
- Secretary: Letter writing, minutes, to do list
- Treasurer: Access to Funds, make transactions
- Tracking investments
- Planned giving program

### **Gifts:**

- Some knowledge of finances
- Interest in doing investment research is helpful
- Comfortable working in a group

### **Amount of Time Required:**

2-5 hours per month

### **When Ministry is Performed:**

Monthly meetings as well as when the need arises

**Length of Commitment:**

2 years

**Training Provided by:**

Current Fund Trustee Chair and Finance Council Director

**Responsible to:**

Board of Trustees and the Congregation

**Support Provided:**

- Other Fund Trustees
- Director of Finance Council
- Treasurer

Last revised: January, 2009