

Trustee Job Description
FIRST UNITARIAN CHURCH OF OAKLAND - 2/3/2011

Responsibilities:

- Providing vision and leadership to guide the Church in the pursuit of its Mission and Ends;
- Holding legal fiduciary responsibility and ensuring adequate funding to pursue the mission;
- Under our policy governance model, developing and monitoring policies that includes setting annual board priorities;
- Remaining visible and accessible to members of the congregation in both structured and unstructured venues, actively engaging members in conversation about issues facing the Church and the Board, and soliciting members' input and questions
- Monitoring the Executive function as described in board- executive linkage policy
- Encouraging the presence and participation of, and providing an intentionally affirming environment for people of differing cultures, sexual orientations, gender identities, economic classes, ages, abilities, theologies, and religious heritages (see attached mission and vision).

Expectations:

- Commit an average of approximately 1- 4 hours per week carrying out Board duties;
- Prepare for and attend all scheduled Board meetings (2 hours monthly on the 4th Tuesday evening and 4 hours quarterly on the 2nd Saturday morning of the first month of each quarter);
- Promote stewardship within the Church by participating actively in the implementation of the annual pledge drive, and by striving to personally pledge at a stewardship level (5% of adjusted gross income);
- Actively work to find and generate new and continuing sources of income for the Church;
- Attend Board retreats and other Leadership-only activities;
- Actively participate in Church community events including worship, fundraising events and social justice activities;
- Represent the Church at public events as needed;
- Serve as an officer of the Board (President, Vice-President, Secretary, or Treasurer) in the 2nd or 3rd year of your term;
- Attend an approved anti-racism training no later than the end of the first year term in office;
- Become conversant with the Church's governing documents (e.g., Bylaws, Policies and Limitations) and actively monitor their effectiveness;
- Revise Board Policies and Limitations, and other governing documents as needed;
- Become familiar with Carver's Policy Governance Model in Nonprofit Organizations and other background resources used to develop and monitor policies under this governing model.

Qualifications:

- Must be a member of the First Unitarian Church of Oakland for at least one year;
- Demonstrated commitment to the mission and goals/ends of the church;
- Demonstrated leadership ability as evidenced by successful involvement in volunteer leadership positions within the Church and/or other nonprofits, human service organizations or faith communities;
- Ability to take the "big picture view" and help the congregation make real the stated ends and mission of the Church;
- Knowledge of or willingness to learn about the policy governance model used to govern the church;
- Ability to work with diverse points of view, and to both accept and give praise and criticism.