

## **CTUUSJM Board of Trustees Description**

The Connecticut UU Social Justice Ministry Board of Trustees will be an active working Board given the Executive Director position is five hours a week. During this first year the board will work on incorporating, establishing initial by-laws, identifying a web developer and determining content, fundraising for the matching grant, and building relationships among congregations and with partner organizations.

The Board of Trustees will be composed of four officers and, at least one, and not more than three, members at-large. The officers will be Chairperson, Vice Chairperson, Clerk (Secretary), Treasurer.

### **Membership Requirements:**

- Be a member in good standing in their home congregation. Leadership experience in that congregation is an asset, but not a requirement.
- Have experience doing social justice work.
- Be enthusiastic about getting the CTUUSJM started and willing to devote time and energy.

### **Responsibilities of the Chair**

- Chair the monthly Board meetings and finalizes the agenda
- Lead efforts to incorporate
- Monitor adherence to the grant proposal
- Encourage fundraising efforts to ensure matching grant goal is met
- Lead the process of clarifying the mission and long-term and short-term goals of the CTUUSJM
- Speak for the CTUUSJM
- Collaborate with the Vice Chairperson and Executive Director on next steps

### **Responsibilities of Vice Chairperson**

- Collaborate with the Chairperson and stand-in as needed
- Meet with Chairperson and Executive Director to develop strategies between Board meetings as needed
- Contribute to the monthly agenda
- Assist in tasks necessary to incorporate

### **Responsibilities of Treasurer**

- Maintain balance sheet
- Report monthly to Board

- Ensure Executive Director is paid
- Sign checks for expenditures
- Collect and deposits donations
- Verify expenditures match those proposed in the grant

#### **Responsibilities of Clerk (Secretary)**

- Issue notice of meetings and circulate agenda
- Monitor adherence to agenda including time limits when applicable
- Record minutes of meetings
- Circulate minutes to Board members for verification and make changes as needed.
- Circulate approved minutes to all CT congregations and newsletter when available

#### **Responsibilities of All Members**

- Attend monthly meetings. Engage in discussions, propose actions that promote the SJM and its partner organizations; vote on proposals
- Contribute ideas to the monthly agenda
- Communicate with member congregations about BOT initiatives and bring their concerns to the BOT
- Participate in initiatives with partner organizations and share the work on the website and/or newsletter
- Assess the progress of the CTUUSJM
- Monitor and evaluate the work of the Executive Director