

Position Description  
**Governing Board Member**  
Fox Valley Unitarian Universalist Fellowship

**Purpose of the Position**

The Governing Board is responsible for the health of the Fellowship, including strategic planning, policy development, fiscal oversight, and performance monitoring. Members are elected at the Fellowship annual meeting, and accountable to the members of the Fellowship.

**Core Responsibilities**

Governing Board members are expected to:

- Understand and act in accordance with the Fellowship bylaws, policies and procedures
- Commit adequate time and attention to the congregation's mission and vision
- Seek to understand the Fellowship's affairs, as it relates to the Board portfolio
- Actively participate in the work of the board as it engages in discernment, forms strategies, develops policies and provides oversight
- Evaluate progress toward articulated goals and ends
- Participate in annual board self-monitoring
- Recognize that the board speaks with one voice, and represent the interests of the Fellowship

**Qualifications**

Skills and characteristics of an effective Governing Board member may include:

- Fellowship member in "good standing"
  - *In accordance with the bylaws, members in "good standing" have completed the membership process and made a financial contribution of record to the operating budget within the past two years (or is on a financial waiver)*
- Familiarity with the Fellowship community
- Passion for the Fellowship and its mission
- Forward and strategic thinker
- Creative problem solver
- Skilled at teamwork and collaboration
- Willingness to ask questions and offer opinions in a respectful and constructive manner
- Basic computer, internet and email skills

**Time Commitment**

Board members attend monthly meetings, typically held on the third Tuesday of every month at 6:00 PM in the Legacy Room at the Fellowship. Monthly meetings last about three (3) hours. Board members prepare for meetings by reading the packet of materials on Google Drive. Meeting prep takes about one (1) hour each month. Per the bylaws, Governing Board members are expected to attend at least 75% of monthly meetings and may not miss more than two (2) consecutive meetings. **Meeting commitment: 4-5 hours/month**

In addition, members-at-large are asked to attend two all-day, Saturday retreats during the program year. The first retreat, typically held in August, is an onboarding and strategic planning session. The second retreat is focused on developing board capacity and skills. Topics may include mission/vision, strategic planning, and monitoring, among others. Pre-work will be assigned as needed. **Retreat commitment: 12-15 hours/year**

Members-at-Large are asked to assist with special events throughout the program year. Past examples include: staffing the Connections Corner after Sunday service, co-hosting stewardship house parties, attending small group meetings as a board representative, etc. Volunteering for special events is dependent on each individual member's availability. **Special event commitment: 8-10 hours/year**

### **Length of Commitment**

Members-at-Large are elected to two-year terms, and shall serve a maximum of three (3) consecutive terms. No person may serve more than six (6) consecutive years on the Governing Board. Members-at-Large take office on the first day of the fiscal year (July 1) following their election.

### **Training and Support**

Board members receive a packet of materials in advance of each board meeting. There is an annual orientation prior to the first meeting of the fiscal year, as well as a board development retreat on a special topic related to the five-year plan.