

Trustee Position Description
Board of Trustees
Unitarian Church of All Souls
March 18, 2018

The Board of Trustees has fiduciary responsibility for the tangible and intangible assets of the Unitarian Church of All Souls. In addition to financial oversight, a primary role of trustees is to discern and serve the mission of All Souls Church. The board focuses on comprehensive policy-making and oversight – not administrative detail.

Each November, the Nominating Committee selects five church members to stand for three vacancies, as mandated by the by-laws. It is an honor to be nominated for the Board of Trustees; if elected, it becomes both a responsibility and an enriching experience. Trustees can expect to find a deeper connection to All Souls by serving on the board: a chance to work with and get to know other dedicated church members and volunteers, a feeling of pride and accomplishment in seeing the church through another era of leadership and development, and the sense of purpose that comes from giving back to an institution with a rich history and a profound effect on our lives.

General Qualities

All Souls Church values a diversity of knowledge, skills, and abilities in its trustees. Every church member is welcome to suggest themselves or other members as potential candidates to the Nominating Committee. Trustees should be passionate about serving All Souls, skilled at teamwork, willing to offer opinions in an honest and constructive way, eager to engage with the congregation, fully committed to maintaining strict confidentiality where required, and focused on the future of the church. Trustees must be fully committed to making decisions in the best interests of the entire church community, rather than any congregational subgroup. Trustees must actively participate in and be role models for All Souls' fundraising efforts. Potential nominees must have made a generous contribution within their means to the current fiscal year's stewardship campaign.

The Nominating Committee will consider potential nominees with the desired outcome of having a board that, as a whole, encompasses professional skills including financial/investment expertise, legal expertise, board experience, not-for-profit experience, organizational development skills, and communications expertise, although specific professional experience is not a requirement for individual nomination. The Nominating Committee will strive to create a slate of candidates to produce a board that is balanced among factors such as tenure of membership, social identities, and ways of engaging with All Souls.

All Souls' Board adopted policy governance, the governance model recommended by the UUA, in January 2011. **Getting Started with Policy Governance: Bringing Purpose, Integrity and Efficiency to Your Board's Work** by Caroline Oliver is recommended reading for board candidates in order to understand trustees' roles and responsibilities. Excellent materials are also available on www.uua.org/governance.

Time Commitment

Trustees typically devote about 3-5 hours per week to board work. Trustees must personally attend monthly meetings, two weekend retreats, and several dialogues throughout each year. Most trustees participate on at least one board committee (Finance, Audit, Investment, Stewardship, and Nominating) and on various task forces. Trustees are encouraged to attend a wide variety of church functions so as to be accessible to the congregation. New trustees should familiarize themselves with past board minutes (available online www.allsoulsnyc.org), should be well-acquainted with All Souls' bylaws (available online), and should understand and be able to explain the concept of congregational polity in Unitarian Universalist congregations (www.uua.org/polity).