

## **Unitarian Universalist Ministers Association Board of Trustees**

### **Portfolio Description: Vice President**

**Purpose of Position:** To provide counsel and support to the UUMA President, to accept duties as assigned by the President, and to assume the duties of the President in his/her absence.

#### **Responsibilities:**

1. Maintain close working relationship with President and Executive Director through regular email and phone contact.
2. Work closely with the President, Secretary and Executive Director to develop meeting agendas.
3. Ensures process observation occurs at all meetings.
4. Act as Personnel Officer, with the following specific functions:
5. Coordinate and write annual evaluation of Executive Director by Oct. 1st each year.
6. Preside over employee grievances as outline in Personnel Policy Manual.
7. Act as Board liaison to Nominating Committee.
8. Coordinate schedule and events for annual Ministry Days in conjunction with staff.
9. Represent UUMA at events/meetings as assigned by the President or recommended by the Executive Director.
10. Serve on task teams as assigned.

#### **Qualifications**

1. Trust of President
2. Group Process Skills
3. Personnel skills a plus
4. A member in good standing of the UUMA in final fellowship with the MFC.
5. A demonstrated ability to apply anti-racism, anti-oppression and multiculturalism to all facets of their work.
6. An understanding and appreciation of the diversity of ministries represented by UUMA members.

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

1. Three Board meetings a year in October, March and June (during pre-GA and GA), and additional phone meetings several times a year. In-person meetings are between four and five days' duration.
2. Varies per delegated tasks between 5 hours a month and 5 hours a week. Intensive periods before/after Board meetings and prior to General Assembly.

**Length of Commitment:** Three years from election in June

#### **Training:**

1. Annual board orientation
2. Coordination with retiring Board member
3. On the job

**Responsible To:** UUMA President, UUMA Board, UUMA Members

#### **Support Provided**

1. Team work from rest of the Board
2. Technical support
3. Executive Director/UUMA Staff
4. Expenses required to maintain the position are provided in the UUMA budget

**Last Reviewed:** October 2012