

## Portfolio Description: President Designate

### **Purpose of Position**

To familiarize the incoming president with the operation of the UUMA and its Board of Trustees and the role of the president.

### **Responsibilities**

1. To observe the work of the Board of Trustees.
2. To become familiar with issues before the Board and the creation of the agenda.
3. To ask the President for clarification of duties and responsibilities.
4. To perform ad hoc assignments as received from the President.
5. To work with the President to schedule meetings at the transitional General Assembly.
6. To participate in selection and recruitment of incoming Vice President.
7. To represent the UUMA at collegial gatherings.

### **Qualifications**

See President.

### **Amount of Time Required**

1. 8 hours a month for phone meetings and email.
2. Five days at Board meetings in October and March; 6 days before and during General Assembly.
3. Monthly calls with President, Vice President and Executive Director.

### **When Job is Performed**

1. At meetings and General Assembly.
2. Phone calls as necessary.
3. Other as determined by ad hoc tasks assigned by the President.

### **Length of Commitment**

One Year as President-Elect, Three Years as President.

### **Training Provided**

1. Coaching by current President and Executive Director.
2. On-the-job training.

### **Responsible To**

To the President and members of the UUMA Board of Trustees.

### **Support Provided**

Teamwork from rest of the Board of Trustees

**Last Reviewed:** October 2014

# Portfolio Description: President

## **Purpose of Position**

To oversee the continuing operations of the UUMA; to lead the UUMA and Board of Trustees in creating a vision for the future and monitoring realization of this vision; to represent the UUMA mission and vision to the larger Unitarian Universalist movement; to ensure the continuing operations of the UUMA through facilitation of board monitoring of and delegation to the Executive Director; and to uphold the Constitution and Bylaws, Guidelines and Code of Professional Practice, and general policies of the UUMA.

## **Responsibilities**

1. Set meeting agenda for all meetings of the Board of Trustees.
2. Preside at all meetings of the Board of Trustees.
3. Preside at the Annual UUMA meeting.
4. Represent UUMA at meetings/events occasionally.
5. Receive and manage concerns and conflicts with the mission and vision of the UUMA.
6. Nurture the continuing education and good governance practices of the Board.

## **Qualifications**

1. Understanding of the Unitarian Universalist “constellation.”
2. Respect of colleagues.
3. A vision of the current and future purposes of the UUMA.
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.
7. Experience with governance principles (i.e. linkage, monitoring, writing policy).

## **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. Up to four hours a week, responding to emails and calls.
3. Four 2-hour Board meetings via video technology (September, December, January, pre-GA).
4. Attendance at significant UU gatherings with collaborating partners, about 6 days a year (plus travel).
5. Regular phone meetings (about twice a month) with Executive Director and VP.

## **When Job is Performed**

1. Attention must be nearly constant.
2. Meetings as noted above.
3. Between meetings as needed.
4. Year-round with some lessening in the summer.

## **Length of Commitment**

One year as president designate, three years as president.

## **Training Provided**

1. Coaching by predecessor and Executive Director during president designate year.
2. Annual board orientation.
3. Coordination with retiring Board member.
4. On the job.

**Responsible To** 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.
5. Teamwork from members on various committees.

**Last Reviewed** October 2014