

Unitarian Universalists for Social Justice of the National Capital Area
Responsibilities of Member Congregations,
Roles and Responsibilities of Board Members
and List of Committees

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UUSJ is a non-profit organization that works to mobilize and amplify the voice of Unitarian Universalists in the National Capital Region (NCR) as we seek to change the world through acts of love and justice. Member congregations are at the heart of our work, providing energy and engagement in our social justice efforts and providing board members to manage and grow our organization.

Being a UUSJ member congregation or Board member is more than meetings and conference calls, and fair-share donations. It is an opportunity to be part of an active web of UUs joined in the pursuit of greater justice for our communities, our nation, and our world. While each person and each congregation will make their own unique stamp on UUSJ, there are some common opportunities and responsibilities.

Opportunities

- * Get connected with UUs committed to social justice from throughout the region.
- * Get a bird's eye view of UU social justice activity.
- * Receive support and encouragement for your social justice work.
- * Be exposed to opportunities to make a larger impact.
- * Develop your leadership skills.
- * Have fun! Working for justice is joyful work.

Responsibilities of Member Congregations

1. Designate two lay members, one regular and one alternate, for a specified term. The regular member shall serve as the official board member and shall have the right to vote on board decisions (proxy can be given to another board member). The alternate shall participate fully in the work of UUSJ and represent the Congregation at any meetings the designated member cannot attend, but shall not have the right to vote in the member's absence.
2. Host UUSJ meetings and events at their location in rotation with other congregations.
3. Encourage participation of their chosen representatives on UUSJ committees and issue groups.
4. Assist representatives in disseminating information about UUSJ projects and proposals.
5. Encourage their membership to support the efforts of the UUSJ.
6. Build interest in UUSJ among congregation members by providing programs which emphasize the work of UUSJ.
7. Fulfill their financial responsibilities to the UUSJ by paying annual fair-share each fiscal year.
8. Advise the Secretary of the UUSJ when there are changes in congregation leadership or representatives.

Powers and Legally Required Duties of Board Members
(in accordance with Article V, Section 5.1)

The Board of Directors shall have all of the powers ordinarily and legally required or permitted by non-profit governing boards, including, without limitation, the following powers to:

1. Provide strategic guidance to UUSJ on its purpose, scope of work, and mission.
2. Appoint and supervise the Executive Director, who shall supervise the staff of UUSJ. The Executive Director shall be selected in accordance with a process and other requirements and conditions set by the Board.
3. Oversee and approve the budget of UUSJ, and ensure that the organization is successful in reaching its fundraising goals.
4. Give final approval for membership to organizations proposed by the Executive Committee, and terminate membership for cause.
5. Ensure an active and engaged board, and seek new board members from congregations as needed. Appoint such committees or subcommittees as they deem necessary or appropriate to carry out the purposes of UUSJ.

Roles and Responsibilities of Congregation Representatives - Board Members and Alternates

1. Make a significant attempt to attend all Board meetings and notify the administrator if they cannot attend. Coordinate with alternate or representatives from their congregation to assure that their congregation is represented at each UUSJ board meeting or assign proxy to an attending member from another congregation. If three meetings are missed without notice, UUSJ will assume the position has been abandoned.
2. Keep their congregation informed about UUSJ activities through various communication and program venues.
3. Act as a communication conduit by both taking UUSJ information back to their congregations and bringing information and input from congregations to UUSJ. Talk regularly to the social justice community within congregations about how to use UUSJ and how to support UUSJ.
4. Contribute financially to the best of their ability.
5. Serve on at least one UUSJ committee or issue group.
6. Recruit new individual members and assume ownership of fundraising on behalf of UUSJ within their congregation to meet or exceed fair-share goals by December 31 or as early in the fiscal year as possible.
7. Contribute articles and events to the UUSJ web site and encourage links to the website from individual congregation websites.
8. Assist UUSJ staff and leadership in developing a strong relationship with congregations.
9. Regularly visit the UUSJ website www.uusj.org and read the bi-monthly E-News bulletins to stay in touch with social justice activity in the region.
10. Be prepared for each meeting and contribute ideas and input.
11. Be prepared for each vote that comes before the Board by reading materials in advance and asking questions where necessary.
12. Be open to new possibilities.

Committees of the UUSJ in accordance with the UUSJ Bylaws Article VII, Section 7.1 - Establishment of Committees and 7.2 - Standing Committees; Article VIII - Executive Committee

Executive Committee

- a. Act for the board and carry on the business of UUSJ in the interval between board meetings promptly.
- b. Present the proceedings of the committee to the board for approval.

Finance

- a. Oversee all financial activities.
- b. Submit a budget of anticipated revenues and expenses for approval at the board of trustee meetings.
- c. Review requests for funds for new UUSJ-related endeavors.

- d. Annually prepare financial information for use by the UUSJ and member congregations in determining their financial needs.

Nominating Committee

- a. Nominate those persons who have agreed to have their names put forward for election.
- b. Prepare a slate of nominees for officers to be announced at the annual board meeting and voted upon.
- c. Nominate candidates for officers and at-large members on the Executive Committee and members of the standing committees.
- d. Regularly prepare a report detailing all standing and special committees. Identify needs in the committees and work with the Executive Director to fill all committee positions with both board members and volunteers.
- e. Recommend for election persons who meet the criteria for At Large Representative.

Development Committee

- a. Recommend to the board fundraising policies and programs in support of objectives established by the Board to carry out the work of UUSJ.
- b. Work with the appropriate committees to ensure a successful Social Justice Awards Gala.
- c. Implement fundraising programs.
- d. Implement donor development programs including membership renewal efforts.
- e. Maintain contact with and encourage inactive member congregations to participate in UUSJ activities.
- f. Develop orientation materials for new representatives and member congregations.
- g. Actively seek additional members among National Capital area UU congregations.
- h. Actively pursue reactivation of a member congregation that has consistently not fulfilled its responsibilities to the UUSJ. If after one year, this congregation has not responded to these attempts, recommend in writing to the Board of Directors, that UUSJ membership of this congregation be severed.

Special Committees of the UUSJ in accordance with Article VII, Section 7.1 of the UUSJ Bylaws and Ad-Hoc Committees: Appointed by the Chair/Co-Chairs as needed

Communication and Outreach Committee

The committee is responsible for the oversight of the following:

- a. Be responsible for the oversight of the publication and distribution of the UUSJ E-news newsletter.
- b. Work with Administrator to ensure that the Directory of member congregations, representatives and liaison persons is current.
- c. Furnish publicity materials about UUSJ activities to member congregations and to the community as needed.
- d. Maintain a file of notices about the UUSJ found in the news media.
- f. Gather information, pictures, news, etc. from various sources for use in our newsletter and website.
- g. Maintain contacts with congregations to publicize their activities.
- h. Publish information on upcoming meetings and events of interest to UUSJ members.
- i. Oversee the information technology needs of UUSJ and development and maintenance of the website.

Audit Committee

- a. Selects own committee members.
- b. Conduct audit by members according to DC non-profit regulations.

Issues Groups:

- a. Immigration Steering Committee for implementation of the UU Fund Grant (retired in July 2013)
- b. Immigration Task Group/Steering Committee (established 2014)
- c. Economic Justice Steering Committee (established September 2014, not able to continue as of March 2015)
- d. Environmental/Climate Change Green Leaders Group (name TBD)

Other Special Committees:

- Program Committee
- Gala Committee
- Social Justice Awards Committee
- Strategic Planning Group (established February 2013 retired in June 2013)
- Advocacy Oversight Group (as called for in the June 2013 Strategic Plan, *not established*)
- Strategic Plan Implementation Group (as called for in the June 2013 Strategic Plan, *not established*)
- By-Laws Revision Committee (TBD 2013; ***Governance Task Group established March 2015, inactive***)
- Core Group - temporary task group, includes the Executive Committee (established June 22, 2014)