

Trustee of The First Universalist Foundation Job Description

The mission of the First Universalist Foundation is to act as a catalyst for social change by promoting and supporting the development of emerging leaders among youth, young adults, and disenfranchised communities through monetary grants to and partnerships with nonprofits working in those communities.

Serving as a Trustee of The First Universalist Foundation provides unique opportunities to:

- Support local causes that align with the Church's values and promote social justice;
- Interact with inspirational people and organizations;
- Connect with diverse communities;
- Collaborate with other passionate and committed lay leaders to advance the mission of the Foundation.

Responsibilities

- Collaborate with other trustees to conduct strategic and long range planning;
- Monitor the financial status of the foundation and ensure that applicable policies and laws are being followed;
- Participate in the screening and selection of grant requests;
- Maintain relationships with organizations currently receiving grants, including occasional site visits;
- Review and deliberate – and when needed vote – on all matters and materials brought before the board at its regular meetings.
- Other duties and responsibilities of the board as spelled out in the church Bylaws and the Foundation charter.

Time Commitment

Serving as a Trustee is a significant commitment, but there can be flexibility surrounding assumption of voluntary duties.

It is expected that trustees will make every effort to attend these critical meetings:

- Regularly scheduled monthly Foundation Board of Trustees meetings.
- The congregation's annual meeting.
- Occasional meetings with leadership of grantee organizations, including occasional on-site visits.
- Other occasional special/emergency meetings as requested by the Board President (rare).

Additional voluntary activities that Trustees may be asked to consider:

- Volunteering for temporary board ad hoc and task force committees.
- Participate in local Social Justice oriented meetings and events.
- Training opportunities.
- Attending First Universalist Church Board of Trustee meetings.

If you have questions or concerns surrounding the time commitment, please connect with a Nominating Committee member.

Requirements

- This is an elected position, normally requiring a majority vote of the congregation at an Annual Meeting as described in the church Bylaws. The Bylaws also contain special provisions for mid-term replacements.
- In order to be nominated for election you must be a member of the church in good standing, which includes having made a yearly pledge of financial support.
- Some of the following experiences are helpful (but not required):
 - Experience working in justice oriented organizations and/or community organizing or nonprofits
 - Awareness, through any type of work or volunteer experience, with the various non-profit organizations in the Twin Cities and the type and manner of services, education or training they provide
 - Personal or professional experience working with disenfranchised communities, including but not limited to youth, GLBT, low-income communities and communities of color
 - Experience in writing or reviewing grant proposals
 - Training in law or finance/accounting -- it is helpful if one or two Trustees have legal training and one or two have sufficient financial acumen to understand and evaluate a balance sheet
 - Board experience on a not-for-profit Board or other Board

Term

- Trustees are elected to 3-year terms (following the "church year" which begins on July 1).
- There is a two consecutive term limit.
- Term limit exception: A Trustee may serve two full terms after filling mid-term vacancy.

Key Skills / Abilities / Behaviors

The following skills and abilities are found to contribute to success in the position:

- A passion for Social Justice causes and an activist mindset.
- Big picture thinking, but with the ability to focus with a high attention to detail when needed.

- Comfortable dealing with ambiguity, i.e., wrestling with questions that have many shades of grey / no clear answers.
 - Strong creative thinking.
 - Sound critical thinking and judgment.
 - Team building / team work.
 - High energy, enthusiastic approach.
 - Capability to contribute to the constructive resolution of challenging and complex issues.
 - Willingness to assert own opinions and, on occasion, take an independent stand.
 - Ability and willingness to listen to the needs, concerns and perspectives of others.
 - Excellent written and verbal communication skills.
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