

Info Sheet

Serving on the Nominating Committee, Endowment Board, and Board of Trustees



Introduction

The Nominating Committee is accepting nominations! At UUC's Annual Meeting on June 4, 2023, the Nominating Committee will present a slate of candidates for consideration. Those elected will begin their term on July 1st. We are seeking a 2nd Vice-President, Secretary, and At-Large Member for the Board of Trustees; two Nominating Committee members; and one Endowment Board member.

Those interested in being considered or anyone with questions can email nomcomm@uucolumbia.net or complete [this interest form](#).

Nominating Committee

The Nominating Committee consists of five members, including the immediate past president of the Board of Trustees and four members elected by UUC members for a term of two years. The committee's role is to prepare a slate of candidates for the succeeding term of all offices that are due to become vacant. This includes seats on the Board of Trustees, the Endowment Board, and the Nominating Committee. The committee interviews nominees and announces a slate of nominees at least thirty days prior to the Annual Meeting.

Committee members are members of the congregation and actively involved in UUC. The Committee does not meet on a regular schedule and only a handful of times in the course of the year. Interviews and any other events or sessions to promote the open positions are scheduled according to availability. The Committee will have two open seats beginning July 2023. More information on the Nominating Committee can be found on the UUC website [here](#).

Endowment Board

This five-member Board, each member serving a three-year term, manages the UUC Endowment Fund. One seat on the Board comes open for the 2023 fiscal year beginning July. Joining this Board requires common sense, not investment, financial, or accounting expertise.

The Endowment Fund, built on donations and legacies, is a permanent, growing source of financial capital ensuring that UUC can continue its work into the future. The Fund, currently standing at over \$550,000, is invested through the UUA's Common Endowment Fund. Each year a percentage of the income and appreciation of the Fund is distributed to UUC, while carefully protecting the principal. The Board meets virtually about every two months. It reviews the status of the Fund; ensures the membership is fully informed about the Fund and how they can contribute; encourages UUC members to contribute to the Fund; and works with the Executive Director to ensure the smooth running of the Fund. Volunteers to join the Board must be voting members or pledging friends of UUC, committed to working as a team to ensure a sound financial future for UUC.

More information on legacy giving and the Endowment Board is on the UUC website [here](#).

Board of Trustees

The Board acts on behalf of the membership of the Unitarian Universalist Congregation of Columbia (UUCC). It sees that UUCC serves its mission and the Board's Ends policies with appropriate use of its resources. The Board also sees that unacceptable actions and situations as defined in the bylaws and in its policies are avoided. All Board members are expected to prepare for and attend monthly meetings. Preparing for the meeting involves reading reports, reviewing the agenda and coming prepared to discuss the items on it, and preparing for the spiritual practice. Board members also engage in conversation by email between meetings. Often individual board members serve as liaisons to Board committees or may participate in subcommittees of the Board. All Board members attend an annual retreat to prepare for the year, and they attend and assist with the annual meeting. Board members rotate responsibility for offering a welcome at Sunday services and preparing opening or closing readings for Board meetings. Generally, Board members are asked to be active and accessible members of the congregation. Terms for Board positions are three years and staggered so that all positions do not turn over during the same year.

To serve on the Board of Trustees, an individual must be a member of UUCC. More information on the Board of Trustees can be found on the UUCC website [here](#).

At-Large Member

The role of an At-Large Board member can vary from year to year or person to person depending on the needs and priorities of the board and congregation as well as the skills and interests of the individual Board member. Often an At-Large Board member takes responsibility for one or two priority areas. Examples of these could include being the liaison to an established Board committee, assisting with planning the annual meeting, or planning and implementing tokens of appreciation for the UUCC staff.

2nd Vice President

The first year is served as 2nd Vice President, followed by one year as 1st Vice President / President-Elect, the third year as President. A primary role of the Congregational President is to organize and run the monthly Board meetings. The President drafts the agenda for the meeting, which entails corresponding with other Board members, committee members, and UUCC's executive team to determine priorities. The President also ensures that incoming board members are trained in board processes at the beginning of their term. The President makes decisions such as how the Board will spend their time in spiritual practice throughout the Board year. In the second half of the year, the President facilitates the planning and preparation for the congregation's annual meeting. In the year following their presidency, they serve as chair of the Nominating Committee. As 2nd and then 1st Vice President, the person communicates with the President in the event that they need to take on responsibilities of the President. The 1st Vice President uses the year to learn the responsibilities of being President, and the 2nd Vice President is tasked with determining the winners of UUCC's annual awards.

Secretary

The Secretary's primary role is to maintain the Board's records. The Secretary takes minutes during each Board meeting and during the congregation's annual meeting. They ensure that these documents are preserved on the Board's SharePoint page. The Secretary also drafts a blog post following each Board meeting to ensure congregants are able to stay informed about the status of the Board's vision and initiatives.

