

**NORTH TEXAS UNITARIAN UNIVERSALITY CONGREGATIONS (NTUUC)
BOARD MEMBER JOB DESCRIPTION**

Overview:

The NTUUC Board Members represent the interests of their respective congregations on the Board, as well as the mission of NTUUC to their congregations. It is through the actions of the Board members that NTUUC pursues its mission and supports its member congregations.

Board Members are appointed by their respective congregations and serve at the pleasure of their congregations. It is recommended that an alternate also be appointed by the congregations to attend meetings in the absence of the primary representative. One additional Board member may be added for each additional 500 congregational members up to a total of three.

Specific Expectations:

- Be familiar with NTUUC's mission, covenant and purpose (found on NTUUC's website)
- Attend Board meetings (held up to 6 times a year); attend NTUUC functions as appropriate.
- Attend annual Board retreat (usually held in June or July, Friday evening to Saturday evening)
- Review materials in advance of Board meetings (materials posted to NTUUC website prior to meeting)
- Encouraged to serve on an NTUUC committee or as an officer of the NTUUC Board.
- Facilitate communication between NTUUC and the representative's home congregation, through activities such as: reports to the home congregation's board, newsletter and web pages, as well as recruiting members for NTUUC committees and volunteers for NTUUC events.
- Publicize and promote NTUUC workshops and events to the home congregation.
- Coordinate volunteers and facilities for any NTUUC event, Board meeting or workshop that is held at the representative's home congregation. For Board meetings the representative is requested to work with the DRE for their congregation to find youth representatives to attend that meeting if possible.
- Recruit volunteers for NTUUC committees
- Communicate the home congregation's events and activities to the NTUUC Board.