

Thomas Jefferson District, Unitarian Universalist Association
Leadership Job Description
Revised October 2007
Secretary

Qualifications: must be a member in good standing of one of the member congregations of the District. No more than two Board members may be members of one member congregation.

Term: 2 years; elected and begin term in odd-numbered year. May serve no more than two full successive terms, in addition to any partial terms that may have been served in the same office. Elected at Annual Meeting. Term begins July 1 of year in which elected.

Powers and duties:

All Board members:

- Attend Board meetings. Board meets at least twice each year. Directors must not miss more than two successive meetings.
- Set the time and place for District Annual Meeting.
- Appoint two members to the Board of Trustees of SUUSI
- Remind member congregations of all the procedures by which resolutions may be placed on the UUA General Assembly Tentative Agenda, and encourage their participation in these procedures.

Full Board, or the Executive Committee acting for the Board:

- With input from the Finance Committee, prepare an annual budget for submission to the Annual Meeting.
- Be responsible for raising funds to meet the annual budget
- Authorize disbursements for the district, and establish rules covering travel expenses
- Appoint an auditor to examine and audit the accounts of the Treasurer
- Employ personnel as needed
- Appoint annually a Credentials Committee
- Provide for protection of the physical and financial assets of the District.

Secretary:

- Give notice of all meetings of the organization and of the Board.
- Cause to be sent notice of any meeting to the president, secretary, and minister, where applicable, of each member congregation not less than 60 days prior to the time of the meeting.
- Keep a complete record of the proceedings of meetings
- Include in the notice and call of any annual meeting:
 - The proposed budget for the succeeding fiscal year
 - The report of the Nominating Committee
- Advise individuals of their election to office or appointment to any committee.