



# UNITARIAN UNIVERSALIST MINISTRY FOR EARTH

*Respect Life. Restore Earth. Renew Spirit.*

1034 SW 13<sup>th</sup> Ave., Portland, OR 97205 / [office@uuministryforearth.org](mailto:office@uuministryforearth.org) / [UUMFE.org](http://UUMFE.org)

*We envision a world in which all people make reverence, gratitude, and care for the living Earth central to their lives.*

UU Ministry for Earth strives to provide UU's with organized ways to connect energy, ideas, and information about how their lives relate to the living Earth, climate justice, and future generations.

## **BOARD OF DIRECTORS JOB DESCRIPTION**

**March 22, 2018**

1. Serve as a passionate advocate for the organization and its vision.
2. Attend Board meetings, in person, by phone, and video conferencing. Currently the board meets two times annually in person (one meeting includes General Assembly) and by video conference monthly
3. Own and maintain at least one portfolio of responsibilities and actively participate in at least one other portfolio committee, for example:
  - Financial (Treasurer)
  - Development to include Fundraising and Membership
  - Communications (website, E-news, newsletter, etc.)
  - Website and Database Management
  - Networking and Collaborations
  - Volunteer Coordination
  - Programs and Issues
  - Resource Development
  - Ministry/ Spiritual Interface
4. Maintain knowledge of current programs.
5. Make a personal financial contribution to the organization. In addition, travel and GA expenses are not normally reimbursed by UUMFE; we strive to minimize costs with home hospitality, etc. A few scholarships are available.

6. Solicit financial support from individuals, congregations and others.
7. Share resources and talents with the organization, including expertise, contacts for financial support, and contacts for in-kind contributions.
8. Prepare for each Board meeting by reading material distributed prior to the meeting.
9. Be accessible by phone and email to staff and other directors as needed.
10. Recognize that the Board is a working board that requires broad participation and a contribution of time beyond meetings.
11. Fulfill commitments within the agreed-upon deadlines, including timely updates to the board on your areas of responsibility.
12. Maintain the confidentiality of any information given to the Board of Directors.
13. Share in and nurture the life of the group with humor and candor.

### **Personal Qualifications**

Creativity and curiosity  
Honesty  
Low-ego work ethic and flexibility  
Passion for justice and ministry for all Earth  
Affirm the values of Unitarian Universalism

### **To Apply:**

Send cover email and resume to [Office@UUMinistryforEarth.org](mailto:Office@UUMinistryforEarth.org) with subject line "Application for UUMFE Board of Directors"