



# UNITARIAN UNIVERSALIST MINISTRY FOR EARTH

*Respect Life. Restore Earth. Renew Spirit.*

[www.UUMFE.org](http://www.UUMFE.org)

## **Board Chair Position Description, December 2021**

**The impact opportunities for UUMFE are limitless -- with the right leadership! We are looking for a new dynamic Board Chair who will make this a priority commitment for the next 2-5 years, helping catalyze and navigate a period of growth, revisioning and internal transition. The new Board Chair will guide the Board in its transition and inspire and encourage the Co-Directors to grow their executive and managerial skills and effectiveness.**

### ***Govern the Board:***

- Convene and lead Board meetings and retreats
- Lead Board in setting annual goals for itself
- Establish and oversee annual Board self-assessment
- Lead Board in discerning organizational structure and strategies

### ***Lead Organization through staff role transition:***

- Supervise Executive Director/Co-Directors, primarily by assisting in resolving operational issues and re-prioritizing annual plans.
- Guide Executive Director/Co-Directors in understanding and fulfilling their new roles and encouraging autonomy.
- Identify successes, issues and roadblocks in new Co-Director model and resolve with appropriate Board team (Governance, HR, Executive Team... or entire Board)
- Ensure Executive Director/Co-Directors receive an annual performance evaluation

### ***Serve as public face of UUMFE:***

- Act as an ambassador for the organization
- Communicate the Board perspective to constituents, through letters/columns and be a spokesperson and public face for UUMFE
- Ensure Annual Review/Impact Report is produced in a timely manner, in conjunction with Co-Director of Communications & Fundraising

**Oversee Board Composition evolution:**

- Guide Board through first year as a Governing Board, after 2021 transition from Working Board to Governing Board
- Identify and manage the overall responsibilities and roles of Board members:
  - Recruit or appoint Board members to specific Committee and short-term roles
  - Meet with Board members to discuss matching potential roles and responsibilities
  - Consult periodically with Board members on their roles to help them assess their performance and identify new areas of opportunity and growth
- Lead the development and implementation of a Board growth strategy; identify gaps in Board skill and experience to guide Board members' and Co-Directors' Board candidate recruitment efforts
- Plan for succession of Board officers, including ensuring availability of leadership learning opportunities and mentoring

**Ensure institutional sustainability:**

- Ensure financial sustainability in short and long term, in conjunction with the Treasurer
- Cultivate donor relationships, in conjunction with Co-Director of Fundraising & Communications
- Ensure an appropriate well defined process is in place for hiring the Executive Director/Co-Directors when needed

**QUALIFICATIONS:**

- ***Familiarity or previous engagement with UUMFE***
- ***Significant Board leadership experience***
- ***Deep understanding of and commitment to the intersectional and multifaceted nature of environmental and climate justice***
- ***Awareness of changing religious landscape and faith-based social justice movements***
- ***Alignment with Unitarian Universalist values and theology***
- ***Supportive of highly collaborative and shared ministry organizational models***

Interested candidates are invited to submit a letter of interest and resume to:  
 SearchTeam@uumfe. org