

Unitarian Universalist Church of Davis
GOVERNANCE & POLICY CONSULTANT CHARGE

Adopted by Board of Trustees on August 8, 2016

Purpose

The Governance & Policy Consultant advises the Church's Board, staff, and leadership groups on matters relating to policy-based governance.

Duties and Responsibilities

- Assist the Church's Board, staff, and leadership groups in drafting, developing, and proposing revisions to Board policies, leadership group charges, and amendments to the Church's Bylaws.
- Review all new or revised policies, leadership group charges, and proposed amendments to the Church's bylaws before they are submitted for Board approval.
- Ensure consistency among Board policies and charges.
- Ensure that Board policies and charges conform to the Church's Bylaws.
- Maintain master copies of current policies.
- Distribute, in a timely manner, to Board members, key staff, Operations Co-Chairs, and the Congregational Administrator electronic copies of all newly approved policies and charges, along with other documents intended for inclusion in the Board binder, on the Church's website, and in the Church's permanent records.
- Assist the Board Chair in preparing for congregational meetings and ensuring that required meeting notices are duly given.

This position reports to the Board.

Special Qualities or Skills Needed

- Familiarity with policy-based governance.
- Extensive knowledge of the Church's operations and programs, perhaps as a former Board member or Operations Co-Chair.
- Ability to work collaboratively.
- Excellent writing and editorial skills.

Term of Office

The Consultant shall serve no more than 4 years without taking a break in service of at least 1 year.

Selection Process

The Consultant will be selected and approved by the Board.

[This page is intentionally blank.]