

Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA.org)
Board of Directors Application 2010-2012

Application to MUUSJA Board of Directors

1. Contact Information

- Name
- Address
- Home Phone
- Mobile/Cell Phone (optional)
- Work Phone (optional)
- e-mail address
- Congregation
- Date of application

2. Please describe your past involvement with social justice action including MUUSJA, with emphasis on any leadership you may have had.

3. Please describe other professional, volunteer or leadership experience that you feel is relevant.

4. Please describe your goals in joining the MUUSJA board, with emphasis on your particular interests in social justice and what you hope to contribute.

5. Confirm understanding. Have you:

- Read the muusja.org website and/or MUUSJA on Facebook?
- Read the MUUSJA Board job description and bylaws? It is important that you understand the responsibilities and expectations of serving on the board.

6. Please provide 2-3 personal references, including at least one UU clergy, trustee, etc.

PDF and Word.doc copies of this application can be found online at muusja.org/join.

Please submit any questions and mail or email this application to:

Jenny Jewell Thomas, Board Chair, MUUSJA
4744 Thomas Ave S, Minneapolis, MN 55410
jjt@jjthomas.net, H: 612-920-4246, C: 612-386-5724

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Expectations for Board Members

- Follow board policies and procedures (see Bylaws)
- Be a current paid member of MUUSJA
- Attend most board meetings (1 per month)
- Attend most general meetings (2 per year)
- Participate in a board committee or working group
- Contribute personally or help raise \$1000 by supporting MUUSJA's fundraising plan
- Accept volunteer responsibilities to be mutually determined
- Have demonstrated the ability to work and play well with others
- Use email to facilitate communications on board issues
- Board terms are 2 years, renewable if mutually agreeable
- Expected time commitment: minimum of 4-7 hours per month; more for officers

Other Skills Desired

- Member or friend of a Minnesota UU congregation preferred.
 - Preference given to congregations not currently represented on the MUUSJA board
 - Participation in UU Church of the Larger Fellowship or UU MeetUp an option.
- Capability to serve as an officer
 - Chair/Co-chair: leadership skills, organized, consensus builder, reliable, energizing, committed to social justice
 - Treasurer: prefer experience or skills in accounting, finance, Quicken, reporting
 - Secretary: good note taking, basic word-processing computer skills; web and social media experience desirable
- Diversity: age, race/ethnicity, geography (metro/non-metro), social justice interests, MUUSJA tenure (long-time members and new)
- Other valuable connections:
 - Liaison to a MUUSJA working group
 - Liaison to a UUA or national UU group
 - Member of a community partner organization (Religious Coalition for Reproductive Choice, Outfront Minnesota, HIRE MN, Sierra Club, League of Women Voters, etc.)

MUUSJA Board of Directors Job Description

Summary from MUUSJA Bylaws (a complete copy of the Bylaws can be found at muusja.org/join):

1. Board Role, size and compensation: The board is responsible for overall policy and direction of MUUSJA and may delegate responsibilities to staff and committees. **The board shall have no fewer than five members.** The board receives no compensation other than reimbursement for reasonable expenses.
2. Terms: All board members shall serve **two-year terms**, but are eligible for re-election for up to five consecutive terms.
3. Meetings and notice: The board shall meet at least six times per year at an agreed upon time and place. An official board meeting requires that each board member have written, email or telephone notice at least one week in advance.

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4. Board elections: New directors and current directors shall be elected or re-elected by voting members at the **annual meeting**. Their terms commence on their election date. Directors will be elected by a simple majority present at the annual meeting.
5. **Election procedures: A nominating committee shall be responsible for nominating a slate of prospective board members. The nominating committee shall include at least one director; its other members shall be current MUUSJA members.**
6. Quorum: A quorum must be attended by at least **sixty percent** of directors in order for business to be transacted and motions to be passed.
7. Officers and duties: There shall be **three or four officers** of the board, including one chair or two co-chairs, a secretary, and a treasurer or secretary-treasurer. Their duties are as follows:
8. The chair or co-chairs shall convene regularly scheduled board meetings, shall preside or arrange for other directors to preside at each meeting in the following order: co-chair, secretary, and treasurer. **The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings**, sending out meeting announcements, distributing copies of minutes to each director, and assuring the corporate records are maintained. **The treasurer shall make a report at each board meeting.** The treasurer shall assist in the preparation of the budget and make financial information to members and the public as needed.

From Minnesota Council of Nonprofits (MCN) *Principles and Practices for Nonprofit Excellence*:

- page 4, Governance: A nonprofit's board of directors is responsible for defining the organization's mission and for providing **overall leadership** and strategic direction to the organization.
- page 7, 3): To allow for sufficient deliberation and diversity of perspectives, nonprofit boards should consist of no fewer than **seven individuals**.
- page 7, 10): To **demonstrate their personal stake** in the organization, board members are expected to volunteer time, raise external funds and make financial contributions to the non-profit.
- page 8, 18): Board members are responsible for fully understanding their **legal and fiduciary obligations** and carrying out their responsibilities in planning, policy approval, annual review of the executive director's performance, setting of compensation structure, fundraising, and financial management.