

# Unitarian Universalist Ministers Association

## Portfolio Description: At Large (Counsel & Advocacy)

### Purpose of Position:

1. To insure the Board of Trustees' active fulfillment of its responsibilities
  - a. to foster continuous improvement of the UUMA Guidelines for the Conduct of Ministry and
  - b. to foster the fair and efficient resolution of complaints that a UUMA member has violated the Guidelines' Code of Conduct.
2. To collaborate with the Executive Director in providing quality Counsel & Advocacy service.

### Responsibilities:

1. Convene and Chair the Committee on Ethics and Collegiality
2. Serve as Trustee liaison to the Guidelines Committee
3. Provide counsel to the Executive Director in his/her oversight of the Good Offices program
4. Partner with the Executive Director to insure consultation and cooperation with UU Association staff and UU Professional Association representatives concerned with ministerial ethics and good practice.

### Qualifications:

1. A member in good standing of the UUMA in final fellowship with the MFC.
2. A demonstrated ability to apply anti-racism, anti-oppression and multiculturalism to all facets of their work.
3. An understanding and appreciation of the diversity of ministries represented by UUMA members.
4. Experience in leadership within UUMA and/or UUA.
5. Knowledge and experience of Good Offices ministry
6. Strong skills in listening, pastoral ministry, mediation, advocacy

### Amount of Time Required:

1. Three Board meetings a year in October, March and June (during pre-GA and GA), and additional phone meetings several times a year. In-person meetings are between four and five days' duration.
2. Can be several hours per week (more in times of crisis)

### When Job is Performed:

1. Meetings as noted above.
2. Between meetings as needed.
3. Year-round with some lessening in the summer

**Length of Commitment:** Three years from election in June

### Training:

1. Annual board orientation
2. Coordination with retiring Board member
3. On the job

**Responsible To:** UUMA Board, UUMA Members

### Support Provided:

1. Team work from rest of the Board
2. Technical support
3. Executive Director/UUMA Staff
4. Expenses required to maintain the position are provided in the UUMA budget

**Last Reviewed:** October 2015