**APPLICATION FOR NOMINATION FOR ELECTED POSITION**

**DUE by: MARCH 25**

**Quimper Unitarian Universalist Fellowship**

The Nominating Committee appreciates your interest in governance and leadership in QUUF through election to either the Board of Trustees, the Endowments Committee, or the Nominating Committee. Most elected positions are for 3 year terms, but some are for 1 or 2 year terms to fill a position vacated by the prior incumbent who served less than 3 years.

If you are interested in being nominated, please send the following information to [Nominating@quuf.org](mailto:Nominating@quuf.org) or mail to Nominating Committee, QUUF, 2333 San Juan Ave, Port Townsend by the date listed above.

1. Which elected body are you interested in running for?

\_\_\_\_\_Board of Trustees

\_\_\_\_\_Endowments Committee

\_\_\_\_\_Nominating Committee

1. Your name and contact information, including address, phone and email NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why do you want to be an elected member of this body?
2. How long have you been a member of QUUF? In what ways do you think you can contribute?
3. How long have you been a UU, and in which other congregations?
4. What experiences (such as employment, volunteer work, or education) contribute to your ability to serve in this position?
5. What experiences within the UU world or QUUF contribute to your ability to serve in this position?
6. What have been some of your activities and committee roles at QUUF?
7. Please list some experiences that have contributed to your understanding

of the mission and covenant of QUUF?

1. What experiences help you understand and make a positive difference in areas of diversity, equity, and inclusion?
2. Have you observed (either in person or via zoom) a recent meeting of the body you are applying for? (Meeting dates and times for meetings are on the QUUF website, under QUUF Calendar.
3. As part of the application process, please read the following policies in the “QUUF POLICY MANUAL”, which can be found on the QUUF website, under “ABOUT QUUF”, thence “BLAWS, POLICIES, PROCEDURES”
4. QUUF Conflict of Interest Policy,
5. QUUF Alignment Policy

Please sign your application below, indicating that you have read and agree with these policies.

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For more information about the elected committee or board you are interested in being elected to, see the Charter for the Nominating Committee or Endowments Committee in the QUUF Policy Manual, or the description of the QUUF Board of Trustees Responsibilities and Practices attached here.

THANK YOU! A member of the Nominating Committee will contact you upon receipt of your application to explain the process and answer your questions. All newly elected committee and board members will be matched with a mentor to help the transition to serving.

Your Nominating Committee:

John Collins

Share DeWeiss

Gary Forbes

Kate Kinney

Ann Weaver

**QUUF Board Responsibilities and Practices  
2024-25**

From Sarah Walker July 10, 2024

The authority and responsibilities of The Board of Trustees are specified in our Bylaws and Shared Governance Model. Board members serve the needs of the whole Fellowship rather than specific constituencies. We prioritize “balcony view” perspectives, visioning, goal setting in collaboration with our shared governance leadership and long-range planning.

Our intentions and decisions are accountable to:

**The QUUF Mission**

**We come together to seek our truths,**

**honor our diversity,**

**serve with love,**

**And work for justice in our world.**

I’ve described the practices and culture that the current BOT has inherited from our predecessors as I understand them. The Board Covenant should be reviewed for revision.

**Congregational life: BOT members**

* Engage in active participation in Sunday Services, Congregational events, Workshops etc.
* Represent the Board during interactions with other congregants, visitors, Congregational leaders and staff. Refer Congregants to appropriate leaders to address their needs and concerns. Discern issues that need Board attention.
* Keep up with communications related to Board issues between meetings – often email conversations.
* Fulfill Liaison roles to Board Committees and Task Forces

**Meetings:**

All discussions, actions, procedures and records of Board business are conducted openly and observers are welcome. The exception is for conducting an Executive Session to address a confidential matter that meets the criteria of the Bylaws.

BOT meetings are organized as follows:

* 2nd Wednesday Study Session: 4:00-5:30 is meant for discussions and sub-group work—live Zoom link provided, observers welcome
* 4th Wednesday meeting 6:00-8:00 is conducted according to Parliamentary procedures for oversight of monthly business and decision making by official votes—live Zoom link and recording of the meeting, observers welcome
* The meeting Agenda and Board packet with needed documents are provided a few days ahead of meetings to be read ahead of the meeting. The agenda and packet are published on the QUUF website. Also the previous meeting minutes and financial statements need to be reviewed ahead of time for approval at the meeting.
* Contact Sarah ASAP with any issues or clarifications from the packet that should be addressed. Additional agenda topics should be communicated prior to the meeting.
* Agendas are structured to manage tasks within the given time limits. Some adjustments may be made if necessary in the course of the meeting.
* Assignment of a Process Observer is valuable to intervene as needed to remind members of time issues, discussion process, balanced participation, emotional tone etc.
* Discussions are focused, respecting time constraints and giving consideration to everyone’s input. Refrain from micro-managing work products and recommendations produced by Board committees but ask clarifying questions and prioritize options. Active participation and active listening are essential for a good process. The Board Covenant guides our intent for respectful relations.
* Every attempt is made to achieve a consensus for decisions. The board has an understanding that we speak as one voice which means that we represent support for the decisions of the board in the community even when our personal opinion is in the minority.

**Regular BOT Business:**

Monthly review and approval of

* Board minutes
* President’s Report
* Minister’s Report including Program Council Chair’s Report
* Treasurer’s Report including Endowments
* Board Committee and Task Force Reports: Personnel, Governance, Finance, Denominational Affairs, RAMP
* Review reports from Endowments Committee and Nominating Committee

Consider proposals brought to the Board

Determine procedures, timelines and plans for Board Responsibilities

Determine communications with the Fellowship

Maintain Records of Board Business, keep the website updated

**Additional BOT Business:**

* Negotiate and monitor the contract of our Developmental Minister
* Articulate and regularly review yearly BOT Goals
* Review and Revise Board Covenant and Charter as needed
* Collaborate with staff for support and expertise
* Long Range Planning
* Conduct study and research, obtain resources, complete training as needed
* Contribute to the Policy Manual, Procedures Manual
* Policy Governance: Apply Policies—including matters involving Misconduct or Disruptive Behavior--and determine the need for additional policies
* Apply By-Laws—review and amend as needed
* Consider expenditures related to facilities, insurance and personnel
* Organize Elections
* Organize Congregational Meetings
* Communications: (the BOT has established procedures to)

Respond to Letters to the Board, provide information to congregants via the Weekly Update, blogs, Monday Board Reports, Email blasts

* Appoint Task Forces and Committees as needed
* Approve appointment of Team and Committee Chairs
* Approve recommended New Members