

**ELIOT INSTITUTE**  
**BOARD MEMBER JOB DESCRIPTION**  
**(Revised March 2013)**

**SELECTION:** Members of the Leadership Development Committee meet at each Eliot camp to identify potential board candidates. This information is then passed on to the Nominating Committee for final selection. The slate of candidates for the following year is presented to the Eliot campers for their approval. [See Eliot By-Laws for details.]

**QUALIFICATIONS:**

Board Members shall possess an interest and enthusiasm for Eliot Institute, a demonstrated ability to work constructively and inclusively with others, and the willingness to represent Eliot Institute to the greater camp community. Board Members nominated for board positions that require specific knowledge and skill shall demonstrate that knowledge and skill as a qualification for board membership.

Board Members shall support the mission and principles of Eliot Institute to the community at Eliot camps and the larger UU community, principally at home congregations and gatherings.

**TERMS OF OFFICE:** (Board members should expect to serve one term unless special circumstances warrant another term.)

President - two years

President-Elect (elected every other year) - one year

Vice President Communications - three years

Secretary/Treasurer - three years

Director - three years

**GENERAL RESPONSIBILITIES:** A board member shall attend board meetings, participate actively during face-to-face and online meetings and in committees, vote on decisions to be made, act as Board Representative at one or more camps, and serve on one or more committees. Board Members support the mission and principles of Eliot Institute and represent Eliot Institute to both the camp and the larger UU communities. While Board Members do not speak for the board, they do affirm and communicate board functions and board decisions. Board Members strive to solve problems and find solutions inclusively, collaboratively and constructively.

**SPECIFIC RESPONSIBILITIES:**

**Meetings:**

- Participate in all meetings (Fall and Spring) and the annual retreat (January) of the Board of Directors.
- Attendance at all meetings and retreats is expected. Missing any meeting or retreat is discouraged. Board Members actively participate at meetings. Such participation includes keeping a written record of decisions reached at the meetings, acting in accordance with those decisions, and communicating those decisions as appropriate to committees and camp staff.
- Board Members shall vote on issues brought before the board at Board of Directors

meetings and the retreat.

### **Committee Work**

- Board Members shall participate on at least one committee, not only as a board representative on the committee, but sometimes as Chairperson of the committee. (At times a board member may chair, and also serve on one or two additional committees.) Board Members' work on committees and the board shall be inclusive, aimed towards allowing the broadest participation and communication among Board Members and agreement on proposed outcomes or solutions and issue resolution.
  - Committee work is usually done between board meetings; communication between committee persons is usually done by e-mail or phone.
  - - The work of the committee is reported back to the Board of Directors at a meeting or retreat by the Board Member participating on that committee

### **Board Representative**

- Board Members shall volunteer to serve as Board Representative at specific camps, no less frequently than once per term and often twice per term. (Please see job description for Board Representative).

### **Leadership**

- Board Members shall be recognized leaders, both on committees and to the Eliot community at large, including knowledge and understanding about Eliot Institute, camp function, roles, processes and highlights of camps, and speakers and programs.

### **BENEFITS OF SERVING ON THE ELIOT BOARD:**

In addition to working with a wonderful group of people devoted to Eliot Institute, there are other benefits.

- When you serve as Board Representative at a camp, you receive camp credits sufficient to cover your camp fees at the Tier 2 level.
- If you submit a registration & deposit for a summer camp by August 31 of the previous year, you'll be confirmed ahead of folks in the lottery. This "bypass the lottery" perk is available for only one camp per summer.
- Mileage for travel to attend the board retreat and board meetings is currently reimbursed at the rate of 44 cents/mile. (Incoming board members can apply for reimbursement for travel expenses to attend the fall meeting before they become a board member.) If you use other means of transportation to get to a meeting, you'll be reimbursed at the economy fare rate . Upgrades, i.e., to business class, are the responsibility of the board member. We don't reimburse travel expenses for attendance at an Eliot camp, even when you are serving as Board Representative.
- Eliot covers the cost for your attendance at the annual board retreat in January at Seabeck in a standard, double-occupancy room. If you choose to have a single room (if available) or want a family member to attend with you, you'll pay Seabeck's charges for the upgrades. Check with the Administrator to see what the current charges are.

### **ITEMS RELATED TO OUR NON-PROFIT STATUS**

- Eliot has three policies which are required for registered non-profits: a whistleblower policy, a document retention policy, and a conflict of interest policy. These policies have all been uploaded to the Google site on the Financial Documents page. On an annual basis,

all board members are required to disclose any conflicts of interest, we do this during the retreat each January.

- Another requirement for registered non-profits is the separate tracking of revenues and donations paid by board members and their families from the revenues and donations paid by everyone else. Also at the January retreat, we confirm family relationships of all board members.

### **MISCELLANEOUS ADMINISTRATIVE INFORMATION**

**CONTACT INFO:** The best email address for Eliot related items is: [EliotRegistrar@gmail.com](mailto:EliotRegistrar@gmail.com), and the best phone number is 206-395-8111. The Administrator strives to answer questions and requests for documents in a timely manner. The board will be informed if the Administrator is to be unavailable for a long period of time. If, however, you've sent an email and haven't received a timely response, please send it again – occasionally things get missed. Personal requests can go to: [Bev219@gmail.com](mailto:Bev219@gmail.com) and 206-313-7757.