

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Finance Committee Chair

Deleted: (Note that chair and members need two separate descriptions):¶

Service Opportunity Brief Description:

The chair is responsible for the functioning of the Finance Committee. The mission of the Finance Committee is to transparently and effectively manage the congregation's finances.

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Service Opportunity Detailed Description:

The chair conducts the monthly meetings. The chair is responsible for conducting two congregational conversations on the proposed budget for the next year. The chair makes sure that certain functions – insurance, budget, Personnel Committee liaison, and recording secretary – are assigned to Committee members.

Deleted: (Add additional information, including more about key activities, purpose and the overall contribution to congregational life, and anything else you omitted in the brief description. Include when and where the service is provided, such as "after the service one Sunday per month" or "monthly meetings by phone." Avoid using calendar dependent specifics, to allow the service opportunity to be reused in future years.):

The Finance Committee oversees the financial side of the congregation to assure its continued viability, managing assets and performing budget functions. The Finance Committee analyzes long- and short-term needs and resources to make prudent budgetary and financial recommendations to the Board of Trustees so that it can meet our congregation's goals and support our values as expressed in our mission, vision, and UU principles.

The Finance Committee is appointed by the Board of Trustees and consists of the treasurer, the assistant treasurer, the Stewardship Committee chair, and six other members appointed for three year overlapping terms. The Committee elects its own chair from among its members, excluding the treasurer, assistant treasurer, and Stewardship chair who are ineligible as per our bylaws.

Length of Service Commitment: 2 years

Deleted: As needed __ 1-2 times/year __ Less than 3 months __ ¶
3-12 months __ 1 year __ 2 years __X__ 3 years __
Other _____ ¶

This opportunity will enable you to be exposed to every facet of our community through the finances required to keep this institution running smoothly, and to be in charge of a team that assures that financial support is in place where needed to support our mission and our values. The chair can take satisfaction in having had a direct impact on the church by taking care of the financial health of the congregation, and to helping plan for our future.

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Deleted: ..." (Briefly describe the potential for meaningful personal growth associated with this service opportunity. List some of the ways that providing this service can contribute to the personal growth for the volunteer and the betterment of the entire AlbanyUU community.):¶
This opportunity will enable you to

Skills Needed:

In order to enjoy serving on this team, being a "numbers" person - not necessarily an accountant or finance person but someone who's comfortable working with numbers and spreadsheets – is a requirement. Familiarity with business management concepts would be helpful.

Deleted: (if necessary, list skills volunteer will need to be successful in this position):

Deleted: (Indicate what training and support will be available to help the volunteer learn and succeed in this position. For example, will someone currently in the job be available to mentor them? If relevant, state any prerequisite safety requirements, such as background checks for working with children):

Training, assistance, and safety requirements:

Usually, the Finance Committee Chair would be someone who's had at least a couple of years' experience on the Committee.

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Keywords/Tags: Art & Design __ Computer Skills __
Cook/Bake __ Driving __ Edit __ Facilitating __X__ Financial Skills __X__
Gardening __ Handyman Skills __ Leadership __
Marketing/Publicity __ Mechanical & Repairs __ Music __
Organizational Skills __X__ ¶
Outdoor activity __ Shopping __ Social Justice Advocacy __ Social Justice Service __ ¶
Social Media __ Teaching __ Work at home __ Work with Children __ Work with Seniors __ ¶
Work with Youth __ Write __ ¶
¶

Number of positions available: 1

Key words: facilitating

Contact Person Name: Richard Brewer ¶
Contact person's Email (On website the person's email will be listed as finance@albanyuu.org which will redirect automatically to the actual email address): rwbrewerjr@gmail.com ¶

Deleted: Position is currently: Open __ Filled __X__ ¶
..... Short Version Updated 5-5-21

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