

Covenant Agreement

Corporate Clerk, UUFPP Board of Trustees

Summary: The duties of the Corporate Clerk of the Board of Trustees (BOT outlined in the UUFPP Bylaws, Article VIII, Section 3c. These, and other duties, are listed below:

- The Corporate Clerk shall keep the minutes of all corporate and board meetings and perform the duties of the Corporate Clerk as prescribed by law.
- The Corporate Clerk shall maintain records of the Bylaws and resolutions.
- The Corporate Clerk shall serve as custodian of records of incumbent board members and their terms of office and post them on the official bulletin board.
- The Corporate Clerk shall have responsibility for notifications to the membership and presentation of agendas for all Corporate meetings.
- The Corporate Clerk shall maintain an official bulletin board and have custody of the Corporate Seal, if any, and perform any other duties the Board shall deem necessary.

Therefore, as Corporate Clerk of the UUFPP Board of Trustees, I covenant to:

- Faithfully execute the duties listed above.
- Represent the interests of the entire membership in accordance with the mission, the purpose, and principles of the Fellowship.
- Perform at least 4 hours a week of preparation for BOT meetings and other BOT business.
- Ensure that all meeting minutes are promptly disseminated.
- Educate oneself on all facets of UUFPP operation, including financial.
- Become familiar with available UUA and District resources that are pertinent to my work.
- Assume the role of congregational leader in all my work, e.g., I will enforce UUFPP policies and publicly support BOT decisions.
- Be positive and proactive.
- Participate in the continued review of Fellowship policies, procedures and bylaws.

Requirements:

- Honesty
- Attention to detail
- Vision
- Self-motivation
- A sincere desire to help the UUFPP reach its greatest potential
- The ability and willingness to attend lengthy and sometimes frequent meetings
- Basic computer skills and regular access to e-mail

Name _____ Date _____

Signature _____