

# Covenant Agreement

## Treasurer, UUFP Board of Trustees

**Summary:** The duties of the Treasurer of the Board of Trustees (BOT) outlined in the UUFP Bylaws, Article VIII, Section 3d. These, and other duties, are listed below:

- The Treasurer shall be a member of the Finance Committee and available as an advisor to the Endowment Fund Committee.
- The Treasurer is responsible for oversight of accounts, payables and receivables, but not for the day to day management of the UUFP budget, bill paying or bank deposits. These accounts include, but are not limited to UUFP revenue, expenses and accounts including liquid assets, funds, securities, receipts and effects in its name in such banks, trust companies or other depositories.
- The Treasurer shall be responsible for overseeing the management of the keeping of correct accounts of all its business and transactions including the receipt of payments made to the Fellowship. The Treasurer is not responsible for the keeping of the books or for the preservation of receipts for monies dispersed, but for ensuring that they are being kept properly.
- The Treasurer shall exhibit, to any member of the Board of Trustees, the accounts and records and a full statement of the financial condition of this Fellowship whenever requested to do so by an officer of the Board at all reasonable times.
- The Treasurer shall in general perform such duties as are incidental to the office of Treasurer or as may from time to time be assigned to the Treasurer by the Board of Trustees, or as may be prescribed by law or by these Bylaws.

**Therefore, as Treasurer of the UUFP 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.
- Represent the Finance Committee to the BOT, and represent the BOT to the Finance Committee.
- Oversee the work of any paid personnel involved with the finances of the UUFP, for example, a bookkeeper, payroll service, etc.
- Perform at least 4-6 hours a week of preparation for BOT meetings and other BOT business, including providing a detailed monthly financial report.
- Ensure that adequate financial controls are in place, that the financial records are properly maintained and secured, and that the books of the Fellowship are in a condition to permit auditing.
- Educate myself on all facets of UUFP operation, specifically 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 UUFP policies and publicly support BOT decisions.
- Participate in the continued review of Fellowship policies, procedures and bylaws.

**Requirements:**

- Honesty, vision, and self-motivation
- Attention to detail
- A sincere desire to help the UUFP reach its greatest potential
- The ability and willingness to attend lengthy and sometimes frequent meetings
- Basic computer skills and regular access to e-mail.
- Basic financial, investment, and bookkeeping skills.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_