

UUCB Social Justice Council
Leadership Roles/Responsibilities

Chair and Co- Chair – share/split responsibilities

1. Convene SJC meetings.
2. Facilitate these meetings.
3. Convene a timely SJC agenda planning meeting that includes the first draft of an upcoming meeting agenda.
4. Promote, research and be in-the-know about opportunities for the SJC and UUCB to engage in Social Justice work.
5. Meet and build partnerships with local politicians and with local organizations doing similar work.
6. Attend monthly Program Council meeting; third Wednesday each month.
7. Send out the upcoming SJC meeting agenda.

Scribe and Co- Scribe – share/split responsibilities

1. Take/write up minutes of each SJC meeting and send them out to the SJC email list.
2. Attend monthly SJC agenda planning meetings.

Beacon Editor

1. Get a timely Social Justice “Beacon” article in by the 15th of each month. This can be accomplished by either writing one and/or by editing submissions from Social Justice Council members.

Social Justice Table Coordinator and Communications Facilitator

Table Coordinator

1. Arranges for SJC members to set up, staff and take down the table on Sundays.
2. Makes decisions re priorities for what will be displayed most prominently on the table, depending on which issues, meetings, projects are current and of importance.
3. Provides training to new volunteers at the Table.
4. Makes available and updates (as needed) the protocol for volunteers.
5. Have the start time for the Sunday table begin at the time when Personal Theology or Summer Forum let out. [Since church schedules change, that isn't necessarily 10:45.]

Communications Facilitator

1. Publicize SJC events so that the rest of Social Justice and the congregation are informed.
2. Provide information about UUCB and its Social Justice work as requested (including web page).

Treasurer’s Responsibilities

1. Encourage SJC members to report to the SJC appropriate social justice oriented projects and their requirements for reasonable levels of financial support. Before SJC funds can be spent on any of these projects, the SJC must vote to approve the expenditures by a majority vote at one of their monthly

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- meetings. If an emergency situation occurs in which funds are needed before the next SJC meeting, a majority (at least four) of the following six officers (three plus alternates) can approve the expenditure: Chairs, Scribes, and Treasurers.
2. Keep a record of all SJC expenses and income from the start of the fiscal year (July 1) and give a brief verbal report on this record at the monthly SJC meetings, and at other times if requested by any SJC member.
 3. At the end of the fiscal year (June 30) when all SJC expenses and income are settled, prepare a detailed final financial report, presenting this to the SJC.

(revised 03.04.22)