

**Chautauqua United Church of Christ Society**  
**Board of Directors Candidate Information Survey**

The function of the Board of Directors is to serve as stewards of the Chautauqua United Church of Christ Society. It is the policy-making body of the Society and is entrusted with the care, management, and control of the properties and business of the Society.

The Board meets in Chautauqua twice annually: (1) usually about 8 days preceding the first week of the Chautauqua season; (2) the day before the Annual Meeting and immediately following the Annual meeting (the Saturday and Sunday beginning Week 9). It also meets via conference call as necessary.

**Chautauqua United Church of Christ Society Mission Statement**

The offering of extravagant hospitality to all who enter the doors, sit on the porches, and/or linger by the gardens of our Society houses...

The creation of a community atmosphere of inclusion of all...

The support for and creation of opportunities for intellectual and spiritual growth within our houses...

The offering of affordable housing in a family environment ... and...

The extension of an invitation to all people to share in the Chautauqua experience, no matter who they are or where they are on their faith or spiritual journey.

Below are a few questions that will help us to know you better.

Name: \_\_\_\_\_

Mailing and or Winter Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address (if different): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Are you able to attend a minimum of 2 meetings a year? \_\_\_\_ Yes \_\_\_\_ No

Are you a member of the Chautauqua United Church of Christ Society? \_\_\_\_ Yes \_\_\_\_ No

Describe your volunteer and/or leadership experience during the last five years, including any Boards you have served on. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What field(s) have you worked in (paid or unpaid). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the kinds of skills or expertise you will offer the board (e.g. accounting, administration, event planning, outreach, fundraising, etc.). Check all that apply.

- Accounting       Bookkeeping       Legal       Human Resources
- Nonprofit Management       Business Management       Event Planning
- Community Outreach       Fundraising, Donor Outreach       Hospitality
- Marketing, Public Relations       Technical, Website       Ecumenical Service
- Building and Operations
- Other relevant skills, please list \_\_\_\_\_

What committee work are you interested in? Please indicate all that apply.

*If you are not elected to the board at this time, we may be asked to serve as a non-board member on a committee.* \* Indicates committees that include non-board members

(See Info about the committees' responsibilities at end of this survey)

- Executive Committee (officers - president, vice president, secretary, treasurer)
- Governance Committee\*
- Finance Committee\*
- Program and Promotion\*
- Personnel\*
- Facilities and Operations\*

Describe your relationship with CUCCS in the past including length of membership in the UCC Society, involvement during the season, stays in our guest houses, volunteer weekends, etc.

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Board membership is not restricted to members of UCC Churches, but the CUCCS By-Laws require that at least 9 of the 12 Board of Directors be members of the United Church of Christ.

What is your church affiliation? \_\_\_\_\_

Thank you very much for taking the time to provide us the information.

Please send this survey via email to: [susanmpeterson@sbcglobal.net](mailto:susanmpeterson@sbcglobal.net)

or by snail mail to: Sue Peterson at 407 South 10<sup>th</sup> Street St. Charles, IL 60174

## **BOARD COMMITTEE JOB DESCRIPTIONS**

### ***FACILITIES COMMITTEE***

The Facilities Committee works in cooperation with the Board of Directors, and the Facilities Manager and is responsible for the oversight of purchasing and outside contracting, maintenance and upkeep and repair of all properties and grounds belonging to the Society.

The Committee's primary tasks are:

- To work with the Facilities Manager, to prioritize repairs and requests according to their importance to the UCC and the sustainability of the facilities;
- To consult with the Treasurer and the Finance Committee to determine the limits of funds available to address the prioritized list;
- To cooperate and provide resources in order to assist the Facilities Manager in maintaining the general interior and exterior appearance of the buildings;
- To assist the Facilities Manager in maintaining a working relationship with the Chautauqua Institution (CI) and CI related contacts that could be potentially necessary to accomplish the Society's objectives.

### ***GOVERNANCE COMMITTEE***

The Governance Committee works in cooperation with the Board of Directors on the Society's Handbook and By- Laws. The Committee's primary tasks are:

- To draft proposed changes to the Society's By-Laws and to make a current edition of the By-Laws available to each member of the Board of Directors;
- To maintain a current edition of the By-Laws in the Headquarters office for the use of members of the Society. The committee annually reviews the By-Laws to determine whether any amendments are required; and responds to inquiries from the Board or Society members regarding procedures for amending the By-Laws.
- The committee ensures that the Society's Handbook is continually updated and in keeping with the By-Laws. Proposed changes in the By-Laws may be reviewed by legal counsel, as determined by the committee or the Board of Directors.

The Governance Committee in cooperation and with suggestions from members of the Board is responsible for identifying and soliciting potential nominees for membership on the Board of Directors. In association with this task, the Governance Committee is responsible to the Society's Board:

- To develop a process and actively seek candidates for the Society's Board;
- To present the slate of Society officers for the ensuing year to the Board of Directors, for its approval, at the board meeting immediately preceding the Annual Meeting of the Society.

Note: Society members present at the Annual Meeting shall have the right to make additional nominations from the floor for all open offices prior to voting on the slate of nominees.

### ***FINANCE COMMITTEE***

The Finance Committee works in cooperation with the Treasurer to provide oversight of the Society's financial affairs. It develops an operating budget for the coming year, consisting of all anticipated income and expenses. Budgeted expenses should not exceed budgeted income. The new year's budget, together with the Financial Statement for the current year, are presented for vote to the Society membership at the Annual Meeting. When necessary, an outside financial service may be employed.

### ***PERSONNEL COMMITTEE***

The Personnel Committee working in cooperation with the Board of Directors is responsible for the oversight, evaluation, and recommendations for hiring and termination of the Society's personnel. Working in cooperation with the Board of Directors, its tasks include:

- Recruitment and evaluation of candidates for the position of Chaplain/Administrator, and making a recommendation to the Board regarding his or her appointment. In conjunction with the Chaplain Administrator, the recruitment and evaluation of candidates for the positions of: Hosts, Registrar, Facilities Manager, and such other staff positions as the Board may create, as these posts become vacant, and making a joint recommendation with the Chaplain Administrator to the Board regarding their appointment, re-engagement and/or termination.
- To undertake an annual performance review of the Chaplain-Administrator, and to review the Chaplain-Administrator's performance-reviews of the Registrar, Facilities Manager, and Host Couples. The Board receives these reviews with any appropriate recommendations attached.
- The committee works with the Chaplain-Administrator and provides oversight and mediation in dealing with staff concerns that may arise, and makes recommendations to the Board for the hiring and or termination of ancillary staff.

### ***PROGRAM AND PROMOTION COMMITTEE***

The Program and Promotion Committee is responsible for increasing awareness of the Society's mission, especially in the context of the total Chautauqua experience. The goals of the committee are to: 1) Grow the membership of the Society; 2) Heighten attendance at Society programs/activities; and 3) Maximize the use of the society's facilities...including Headquarters, the Reformed House, and Mayflower. To accomplish these goals the Committee is to promote the Society, its programs, and ministry throughout the United Church of Christ as well as other forums and to provide occasional articles/news updates for the Society's newsletter and other appropriate publications.