

Process Observer Job Description

The Process Observer (P.O.) is a rotating member of the UUCSC Board of Trustees or regular attendee (e.g. Director of RE or Minister) who notices and gives feedback to the Board at each meeting. This may be a different person at each meeting so that all may get an opportunity to focus on the process.

Process of Selection:

At the beginning of the meeting, someone may volunteer to serve in this capacity or the President (or chair of the meeting) may select someone to be the P.O. for that meeting.

Procedure:

The P.O. will review the Board Covenant re listening respectfully and communicating effectively, etc. She/he will then make notes throughout the meeting on how well the Board is abiding by that Covenant – both what is done well and what could be improved. At the end of the meeting the P.O. gives feedback from these notes so that the Board learns what they are doing well and how they could learn to do better. The P.O. is urged to be open and honest as well as tactful (also following the Covenant) so that the Board will function as effectively as possible.

Thank you all for your willingness to serve.