

Board of Trustees Roles and Responsibilities

Approved by the Board of Trustees

Printed Name of Board President: John Shirreffs

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Purpose: The purpose of this policy is to inform the congregational member of the duties and responsibilities of the Board of Trustees (BOT) of the Unitarian Universalist Church of Catawba Valley (UUCCV).

Policy: The BOT are legally responsible for the operations of the UUCCV congregation on behalf of all its members. The BOT is guided by the bylaws and its current policies and any future policies they approve.

The BOT are elected by the UUCCV members at the annual meeting (see bylaws). All members will be informed by a special ceremony in church, newsletter, website, and any other forms of communication.

Procedures:

1. The outgoing BOT will hold a special meeting with the incoming BOT members before June 30th in order to share and receive pertinent information regarding the operation of the congregation, individual roles/duties of board members, calendar of events, and short- and long-range plans. This will be the responsibility of the outgoing President.
2. The new BOT members are required to review and know the bylaws, policies, current budget, pending actions, and the calendar of events. The incoming BOT will review at least the last 3 months of BOT minutes.
3. The outgoing BOT members will provide any documents, binders, and pending actions that they were responsible for to the incoming BOT members to ensure a smooth hand-off of the BOT operations.

4. The new BOT members will receive BOT training within the first two months of their term. This training will include how UU boards work in general and how the UUCCV board conducts its meetings and how the board communicates between meetings.

5. The BOT covenant will be reviewed and revised as needed by the new board.

6. The BOT is responsible for the following:

- Honoring UUCCV's mission statement, principles, Covenant of Right Relations and core values
- Establishing goals and priorities with the understanding of financial responsibility
- Understanding and knowing the bylaws and all policies
- Establishing annual goals and a long range plan (generally 3-years)
- Overseeing committees/teams/taskforces and receiving monthly updates from the chair/leaders of the standing committees
- Encouraging members of the congregation to join and be part of the committees, teams, or task forces as needed
- Overseeing staff including hiring and firing, and completing an annual performance review
- Overseeing the creation of the congregation's annual budget, and overseeing financial investments
- Conducting meetings to manage the business of the congregation at least monthly or calling special meetings as needed to complete business
- Ensuring that all the church's assets are managed according to acceptable accounting and auditing practices

7. Trustee Responsibilities:

President

The President holds the highest leadership position in the congregation and must be a person of high integrity who understands leadership and management duties.

- The President will facilitate board meetings with the exceptions of illness, work related conflict, or family matters.
- The President will set the agenda with input from the other trustees, minister and committee chairs. The president will determine if the meeting is a regular open board meeting or a closed executive meeting. (The agenda is to be published in the congregational newsletter before the BOT meeting to inform the members of the items to be discussed.)
- The President manages requests from members of the congregation who wish to speak during the board meeting to discuss an agenda item.
- Members of the congregation may request to add items to the BOT's agenda after discussing with the President.
- The President or BOT designee will chair the Nominating Committee.
- The President or designee will request and receive monthly updates from the committee chairs or task forces.
- The President is responsible for making final decisions about cancelling services due to inclement weather. (See inclement weather policy) or other safety concerns.
- The President is responsible to chair the annual business meeting and ensure that a status report is presented.
- The President and the minister are the spokespersons for the congregation and communicate with the media.
- The President makes sure that the minister's annual agreement letter and annual assessment is done by May.
- The President ensures that an annual evaluation of the operations assistant is done by May.

President-Elect

The President-elect should possess the same qualities as the President, such as leadership and management skills along with integrity.

- President-elect will assist the President in with the input from the other BOT members in establishing a long-range calendar and ensuring that all goals set can be achieved
- Will step in in the absence of the President.
- The President-elect serves on the Council on Ministry.

- The President-elect or designee will make sure that the Building Committee keeps the key code updated for the facility (see Building Committee policy). The President-elect will make sure (in coordination with the Building Committee) that all outstanding keys issued to any leader, member, or employee who is no longer authorized to have access to the building have been returned and accounted for and that no one has key code access who is not authorized.

Treasurer

The Treasurer must have some basic financial/accounting skills to hold this position

- The Treasurer is a member of the finance committee.
- The Treasurer will ensure that all committees, teams, the minister and the operations assistant will submit their budget requests by February.
- The Treasurer is responsible for accepting, managing, and distributing UUCCV assets as directed by the BOT.
- The Treasurer will be responsible for maintaining and providing financial records and budget reports as requested by the BOT.
- The Treasurer will ensure that members of the congregation will have access to financial information as requested and a quarterly report shall be published for the membership.
- The Treasurer is responsible for presenting the annual budget at the annual meeting.
- The Treasurer oversees the financial duties of the Operations Assistant and ensures debts are paid on time.
- The Treasurer coordinates with the Operations Assistant, to meet regularly to download all bank accounts into the Quickbooks financial software and categorizes data in order to reconcile the accounts and track the budget.
- The Treasurer will run reports with the assistance of the Operations Assistant.
- The Treasurer writes or signs the checks. The Operations Assistant may help with preparing the checks.
- The Treasurer and the Operations Assistant are the only individuals who are responsible for maintaining and securing the checkbook at the church.

- The Treasurer or its designee (Finance Committee), shall manage the investment portfolio under the direction of the BOT.
- The Treasurer or its designee (Finance Committee or Operations Assistant) shall receive and track donations from the congregation and its friends.
- The Treasurer will make sure the Finance Committee in coordination with the Operations Assistant sends a letter to all individuals who donated to the church for tax purposes.
- The Treasurer will update the signature card at the bank with the incoming Treasurer in the presence of another Board member, when their term has been completed or upon resignation.
- The treasurer will manage the payroll service.

Secretary

- The Secretary is responsible for establishing quorum at all meetings.
- Taking minutes at all BOT and congregational meetings.
- Sending the completed minutes to the BOT for review and editing.
- Completing edits of the minutes and then sending the minutes to the BOT president to add to the agenda for approval.
- Submitting the approved minutes and the minister's report to the Operations Assistant to be published in the next newsletter.
- Archiving the minutes in a designated storage system. (Google Docs.)
- Maintaining all important church records.
- Corresponding with outside agencies pertaining to BOT or congregational matters.
- Accessing the Policy manual either by hard copy or digitally during BOT meetings if needed for discussion.
- Notifying the chair of the Policy Committee when a new or revised policy has been approved, who in turns dates the policy document and places it in the official policy manual and sends the approved policy to the Operations Assistant to be published in the weekly newsletter. (The policy is archived in Google Docs and a copy will be placed in the Church's policy manual binder by the operation assistant) The Secretary may have their own hard copy of the policy.

Trustee-at-Large

Two Trustees at large may be elected to the BOT. The Trustee at large may be either a member who has had prior board or committee experience, and serves as an advisor, provides continuity and shares past leadership experiences or, may have the desire to learn more about leadership and wants to assist the BOT carry out its duties. This position may also provide training and assistance for those members who would like exposure to the workings of the board for possible service in other board positions. Both Trustees at Large will be expected to carry out the duties of the board to include serving on committees or task forces as requested or needed.

Minister

The Minister serves as an ex-officio (non-voting) member of the Board of Trustees.

- The Minister works closely with the President consulting on the ministerial monthly agenda.
- The Minister provides a monthly report of the ministry.
- The Minister may assist in workshops or retreats related to the spiritual goals and vision of the congregation.
- The Minister will be responsible for submitting budget requests annually
- The Minister will work cooperatively with the BOT on the annual letter of agreement outlining areas of ministerial duties and responsibilities.
- As a member of the board who does not roll off, the minister provides history, knowledge, and continuity of the BOT's operations.
- The minister assists with policies and serves on the Council on Ministry.
- In coordination with the treasurer will evaluate the Operation Assistant's annual performance.