

Board of Directors - Descriptions, Policies, and Procedures

In addition to duties as described in the By-Laws:

The Board acts as a collective chief executive, sharing leadership with the minister. It determines what should be done, allocates responsibilities for getting it done, and monitors the process; its role is not to do things directly but to delegate. The Board needs to keep a close eye on facilities, finances, policies, and governance structure. It needs to make sure the committees and other groups are working well, and it needs to make sure decisions are made and implemented in a timely fashion.

President: The president is the executive officer, responsible for keeping the board on track, making sure it performs its executive responsibilities and delegating other responsibilities. The president consults regularly with the minister, sets the monthly board agenda and conducts the monthly meetings.

First Vice-President: The first vice-president assumes the president's powers in the president's absence. In addition, the first vice-president is chair of the Church Council. Responsibilities as Council Chair:

At the beginning of the fiscal year, review the committee Policies and Procedures with the chairs and the planning and reporting expectations for the chair.

Convene quarterly meetings of the Church Council.

Inform committee chairs of congregation or Board issues and activities. Report council and committee issues to the Board of Directors. When a committee is not functioning, the First Vice-President shall recommend the best course of action including redefinition of the committee functions. The Board is empowered to act on the recommendation or to choose another course of action, whenever consistent with the Bylaws.

Second Vice-President: The second vice-president assumes the president's power in the absence of the president and first vice-president.

Secretary: The secretary keeps minutes of Board meetings with the names of all voting members in attendance, minutes of Congregational meetings, gives notice of meetings, preserves the papers and correspondence of the Board and congregation. The Secretary shall email a copy of the approved Board minutes each month to the Church Administrator for distribution to committee chairs and to any member who requests to be included on the mailing list.

Treasurer: The treasurer accepts and deposits all monies, pays all bills, pays employees and prepares tax reporting forms, signs all checks, makes a monthly report of receipts and expenditures to the Board, maintains records of pledge payments and notifies members of pledge fulfillment status. The Treasurer is an ex-officio member of the Finance Committee. The Treasurer shall email a copy of the Profit and Loss Statement approved at the monthly Board meeting to the Church Administrator for distribution with the approved minutes.

At-Large Members – These two members represent the general interests of the congregation through their participation at monthly Board meetings.

Past President – The immediate past president serves for two years after acting as president and is an ex-officio member of the Board.

Minister: The minister participates on the Board as an ex officio member. The minister is kept informed about all Board activities and is consulted for recommendations and suggestions in problem-solving and in the design and implementation of new programs and policies.

Executive Committee: The President, First Vice-President, 2nd Vice-President, Secretary, and Treasurer constitute the Executive Committee, which is authorized to make decisions in emergency situations. See policy under Emergency Board Actions for procedures.

Goal Setting Process for Minister and Board: The minister and Board shall collaborate in setting goals for the year at a Board retreat as early as possible in the new fiscal year. Committee goals shall be presented to the Board at that time.

Proposals to the Board of Directors: Any UUCOD member who wishes to recommend something to the Board may submit a written statement/proposal to the church office by Sunday of the week prior to the next Board meeting. Exceptions to the deadline would be made for emergency issues that arise too late at the discretion of the President, or other Board member if the President is unavailable. Any Board member may request consideration of an issue or proposal at the Board meeting. If approved by majority vote, the issue shall be added to the agenda. Any Board member receiving a request that should properly go to a committee or the Church Council should refer the request to the First Vice-President, who, as Chair of the Council, will make the proper disposition of the request.

Board of Directors Meetings: Board meetings are held during the week following the second Sunday of the month on a day and time mutually agreed upon at the beginning of each fiscal year. A copy of the agenda is posted the Sunday before the meeting. A copy of approved Board minutes shall be placed in an easily accessible location. The Board may meet in closed session to address sensitive issues, such as personnel, personal, or legal issues. No regular business may be discussed or voted on during a closed session.

Adopted by Board Resolution September 17, 2017

Sarah Gonzales, President
Jane Zaun, Secretary