

Maintaining Board-Related Documents Policy

1. The Board Secretary, or designated surrogate, shall be responsible for:

1.1 Sending the Board meeting schedule for the congregational year to the Office Administrator for distribution to the congregation at the beginning of the congregational year.

1.2 Sending a copy of the Board Agenda to the Office Administrator on the Friday before a Board meeting for distribution to the congregation.

1.3 Sending, electronically, a copy of all approved Board Minutes and monthly reports to the Office Administrator for distribution to the congregation and making the file available in the Board monthly folder on Google Drive. This file will be labeled "APPROVED" and will be sent within one week after approval.

1.4 Sending a summary of the Board Minutes to the Office Administrator for distribution to the congregation within a week following the meeting.

1.5 Updating the organization of the "Board" folder on Google Drive periodically to keep it well organized.

1.6 Archiving the "Board" folder on Google Drive every two months by downloading the content and archiving it to external media not stored in the UUFCC building.

2. The Office Administrator will:

2.1 Post a printed copy of the Board meeting schedule on the Bulletin Board at the beginning of the congregational year.

2.2 Post a printed copy of the Board Agenda on the Bulletin Board on the Friday before the Board Meeting.

2.3 Post a printed copy of all Board Minutes on the Bulletin Board for one month after a Board meeting.

2.4 File a printed copy of all Board Minutes in the appropriate binder(s) in the office.

2.5 Make the summary of the Board Minutes and the Board meeting schedule available for UUFCC members in the newsletter and the Order of Service.

2.6 Make the Board meeting schedule, Agenda, Board Minutes, and monthly reports available electronically for UUFCC members.

3. The Board President and the Staff Supervisor or designated surrogates will:

3.1 Make sure that all of the above is accomplished on the necessary timelines.

4. All Board-related Documents

4.1 Should be stored in their appropriate folders on Google Drive.

4.2 The Board minutes and monthly reports should have a submitting party name, document title, and date, e.g., “Board Minutes for [date], submitted by [Secretary’s name]” or “_____ Policy approved [date], submitted by _____.”

[Approved by the Board of Trustees on January 10, 2006, Revised on June 12, 2017 and on May 11, 2022.]