STARR KING UNITARIAN UNIVERSALIST CHURCH (SKUUC)

MANUAL FOR THE BOARD OF TRUSTEES

As required by the church Bylaws, Members and Officers of the Board of Trustees are elected for two year terms at the annual Congregation Meeting. This manual shall be reviewed by the outgoing and incoming officers at each change of officers and updated as appropriate.

BOARD RESPONSIBILITIES

As the executive body of the church, the Board shall:

- Have charge of church property. Approve new building projects. Ensure security. "Lock Up Procedures" is a separate document.
- Review and approve the proposed annual budget before the Annual Meeting. Approve significant additional expenditures.
- Conduct the business affairs of the Church including approval of contracts.
- Manage the administration of the Church in conjunction with the minister.
- Hire and dismiss employees of the Church.
- Provide for annual performance reviews of all employees including the minister.
- Appoint Chairs for standing and other committees whose chairs aren't elective Board positions.
- Oversee the work of Church committees and establish additional committees as necessary.
- Pass on applications for new organizations within the church.
- Authorize and hold Annual Meetings of the Membership.
- Present annual report at this meeting.
- Direct long range facilities and program planning.
- Establish policies and procedures as necessary for the fair, efficient management of the church. Board members can access existing policies and procedures on Google Drive. "How to Access Google Drive" is a separate document.
- Arrange for periodic management review of the church's financial records and assets, and report results to the Membership at the following Annual Meeting.
- Annually review the salary of the minister in connection with creating the proposed Budget to be voted on at the Annual meeting.
- Represent the Church in the larger community (usually the job of the President).
- Approve Presidential appointments to fill vacated positions of Board members and committee chairs.
- Assist in securing the collection dollars and secure the church property each Sunday. Procedures are included in this manual.
- Perform all acts not otherwise specified which are necessary for the general welfare of the church.

RESPONSIBILITIES OF BOARD OFFICERS

President

- Serve as chief executive officer of the Church.
- Chair all meetings of the Board of Trustees and preside at all business meetings of the congregation. Facilitate monthly Executive Committee meetings.
- Facilitate the work of the Board of Trustees.
- Participate in the Sunday service by welcoming newcomers and by facilitating presentation, of announcements.
- Represent the church in the larger community as requested and when the need arises.
- Serve as ex officio member of all committees of the Church except Nominating, Ministry Committee and Ministerial Search Committees.
- Attend to all PCD/UUA business related to Starr King, surveys, questionnaires, etc.
- Attend new member luncheons.
- Establish ad hoc committees as needed.
- Meet with church committees as needed/requested.
- Submit a President's Report for each Board meeting.
- Update this Board Manual as needed.
- Work closely with the minister in all of these responsibilities.

Vice-President/ President-Elect

- Serve as member of the Executive Committee. Meet with the President as necessary.
- Accept special Board assignments as requested.
- Orient all new Board members using orientation packets.
- Orient all new committee chairs using orientation packets.
- Assure that information packets are up to date.
- Orient all new members of the Nominating Committee Fulfill presidential duties in the absence of the President (e.g. welcome and announcements on Sunday morning, preside at meetings. represent church in the larger community.).
- Become President at end of the two year term as VP/ President Elect.
- Chair/facilitate meetings of Committee Council. Currently meets four times a year. (Suggest: February, May, August and November)
- Submit a Vice-President's Report for each Board meeting.
- Submit written report of Committee Council for Annual Report
- Update this Board Manual as needed.

Secretary

- Serve as a member of the Executive Committee.
- Keep minutes of regular and special Board meetings and Annual and Special congregational meetings.
- E-mail minutes to all Board members prior to monthly meeting.
- Circulate sign up sheet for Sunday lockup.
- See that the Church Office Administrator has names of those doing lockup in time to put in the Order of Service. Currently, this would be by 12 Noon on Tuesdays.
- See that all minutes are forwarded to the Church Office Administrator and to the manager of the . skuucsecretary@gmail.com account of Google Drive.
- Update this Board Manual as needed

Treasurer

- Serve on the Board of Trustees and as a member of the Executive Committee
- Identify and bring financial issues to the Board's attention for information and/or action as necessary
- Assist with preparation of the annual operating budget, including preparing and updating budget documents for presentation to the Board and congregation
- Prepare monthly reports to Board and annual reports to congregation
- Research cost of living, UUA fair compensation guidelines and other available sources to assist in salary recommendations
- Coordinate all payroll activities with outside service, including new employee setup, changes in salaries, year-end reporting and the like. Work with employees as needed to ensure accurate payments and withholding.
- Pay all other bills and reimbursements of the Church using Quicken to maintain accounts and issue checks
- Sign checks and interact with bank as needed to resolve discrepancies
- Download transactions from bank, including deposits, and allocate monies to appropriate budget line items
- Maintain records of special donations and offerings to ensure they are utilized for intended purpose
- Make financial records available for any audit called for by the Board
- Addresses miscellaneous finance-related questions and issues as they arise
- Update this Board Manual as needed

Trustees at Large

- Serve on any special task forces or groups as requested by the President or the Board.

- Fulfill special assignments as requested by the Board.
- Serve as Liaison to Membership, Finance, or Religious Education committees as requested by the Board President.
- Although the bylaws specify that the President of the Board directs the duties of the members at large (Liaisons included), it is preferable that this assignment first be filled by a volunteer who has the interest and time to fulfill the expectations of the position. In the event that the position needs to be assigned, seniority on the Board and/or experience in the area covered by the committee will be compelling factors.
- The Liaison assignment will be for at least one year, with the possibility for continuing a second or subsequent years.

Liaison Duties and Responsibilities

- The Liaison shall remain in regular contact with the standing committee for which he/she is responsible. It is preferable that the Liaison attends a sufficient number of committee meetings to have a sense of how the committee is operating. However, the essential function of the Liaison is to convey meaningful information between the Board and Committee. The Board is aware that time constraints may make regular participation in committee work an undue burden on the Liaison. Therefore, if this trust can be satisfactorily accomplished through other means such as e mail, phone calls, or 1: 1 meetings with the committee chair, the Board is open to accepting the Liaison's judgment as to how to maintain contact with his/her committee.
- The Liaison shall report on the statistics, plans, progress, and issues of his/her committee as may be needed for the Board to properly evaluate how the committee is discharging its duties as described in Article IX of our bylaws.
- Submit an appropriate Liaison report for each Board Meeting.

BOARD REPORTS

- Required reports shall be emailed to all other Board members no later than two days before the Board meeting.
- Board reports are important information, but often do not require elaboration. Therefore, they are expected to take little meeting time. If much time may be needed, inform the President before the agenda is prepared.
- In an effort to spare the environment, printed copies of Board reports will usually not be provided. Members may choose to print a reference copy, or not.

CONDUCT AT BOARD MEETINGS

- We will comport ourselves as fiduciary (i.e., trustworthy and faithful) representatives of the Congregation, with dignity and respect. We will always keep the interests and well-being of the Congregation foremost in our deliberations.
- We will be prepared, reviewing all pertinent documents prior to the Board meeting.
- We will bring our calendars to each Board meeting.
- We will notify the Chair if we are unable to attend.
- We will be punctual. If someone is late, we will not revisit topics already discussed.
- At each meeting one person will be the process moderator. This person will keep everyone on time and work to ensure that all points of view are heard.
- Visitors to the meeting will be given a copy of the "Policy on Attendance at Board Meetings" to help keep the flow of the meetings on target.
- At times, we may need to keep speakers to a specific time and/or pick speakers by such means as hand-raising.
- Timers may be used, depending on the topic and on the process moderator.
- We will be mindful of the meeting agenda, doing what we say we'll do in a timely way.
- We will strive to differentiate the proper work of the Board (policy, vision, fiscal responsibility, representation of the Congregation) from "committee work."
- We will participate, yet strive not to dominate the air-time.
- We will <u>each</u> participate. If we are in the minority, or even alone in our perspective, we will bravely represent our views. We will support others who do so even when we disagree.
- We will affirm the democratic process, and accept the results of a vote as valid even if we still hold a different view.
- We will be respectful, mindful not only of words, but of tone. We will strive to empower and affirm one another, even in the midst of disagreement. We will strive to avoid prolonging meetings, respecting the time commitments of others.
- Should we need feel the need to <u>constructively</u> criticize or work through feelings with another Board member, we will strive to do so "off-line" and not in front of others. If this isn't working, please raise the issue privately with the President or Vice-President.
- Meetings normally end no later than 9:00 p.m. If the Board is still deliberating at 9:00 p.m., a vote will be taken on whether and for how long to continue. Uncompleted business may or may not be continued at the next meeting, at the discretion of the President.