

UUC Board Members

The members of the Board are involved in setting the policy for the Congregation. Their responsibilities include:

- Identify, develop and monitor programs and services.
- Serve as fiscal agents; ensure adequate resources and manage them.
- Help to develop, implement, and support the strategic plan.
- Conduct periodic assessments and evaluations.
- Conduct organizational planning (annual board retreat recommended).
- Serve as final arbitrator.
- Promote the public image.
- Participate in the evaluation of the Minister.
- Attend monthly Board meetings.
- All Board members are encouraged to attend many church functions throughout the year to facilitate awareness and communication in the Congregation.

Board positions and their committee responsibilities (also see Organizational Flow Chart)

Administration Liaison: Liaison for Building & Grounds and Safety Committees; liaison for staff on administrative issues; serves on Personnel Committee

Membership Services Liaison: Liaison for Hospitality, Membership, Caring, and Community Outreach Committees

Past President: Liaison for Committee on Ministry and Strategic Planning; serves on Personnel Committee as Chair; Denominational Affairs (keeps Board and Congregation posted on UUA and PSD issues)

Programs Liaison: Liaison for Social Responsibility, Green Sanctuary, Aesthetics, Forums, Music and Worship Committees

Religious Education Liaison: Liaison for Religious Education Committee; serves on Personnel Committee and DRE Search Committee

Treasurer: Liaison for Canvass, Concerts, Finance, Endowment and Harvest Auction Committees

Vice-President: Liaison for Nominating & Lay Leadership Committees; serves as Chair for Council on Committees

President Responsibilities

The President of the Congregation provides overall guidance to the Board and its members and the committees and other working groups of the Congregation. The President, in conjunction with the Minister, Director of Religious Education, Office Manager and other staff, and with the assistance of the Board and committee chairs, will determine and guide the overall direction of the Congregation.

The President shall:

1. Attend and conduct Board meetings.
2. Prepare and distribute agendas for Board meetings.
3. Meet with the Minister and staff as necessary.
4. Consult with and inform Board members, committee chairs, and other members as necessary.
5. Conduct Congregational meetings.
6. Welcome Congregation and introduce announcements at Sunday morning service during the regular church year
7. Write a monthly column for the UUC Herald (August – May).
8. Monitor and facilitate the business of the Congregation as appropriate as the overall manager of Congregation affairs.
9. Sign contracts on behalf of the Congregation.
10. Assist the in-coming President in taking over the responsibilities of the presidency.

Vice-President Responsibilities

The Vice-President shall:

1. Convene the Council of Committees meetings three times per year (beginning of church year, mid year and in the spring.)
2. Participate in annual audit with Past President and Treasurer. (July / August)
3. Check in with Office Manager and Council of Committees regarding the status of committee membership and leadership; report to Board any concerns. This should be done in the fall for the current church year and in the spring for the next church year.
4. Compile the Annual Report for presentation at the Annual Meeting. Obtain committee activity reports from committee chairs.
5. Deliver the Annual Report to the Office Manager by April 1 for printing.
6. Assist the President with projects as needed and, as the year progresses, become familiar with the functioning of the Congregation.
7. Assure child care arrangements are made for congregational meetings, the annual meeting and other board sponsored activities. Assure that child care workers are present and that parents know where to bring children at the start of the event. Excuse child care workers after last child has been picked up and notify office manager with the number of hours worked.
8. In the absence of the President, the Vice-President shall conduct monthly Board meetings, conduct scheduled Congregational meetings and welcome the Congregation introducing announcements at Sunday morning service during the regular church year.

Liaison for Nominating & Lay Leadership Committees

Revised 2/6/08

Past President Responsibilities

The Past President shall:

1. Facilitate the smooth transition of UUC leadership change and provide perspective to the Board based on previous years' experience.
2. Chair Personnel Committee.
3. Participate in annual audit with Vice-President and Treasurer by August 15.
4. Monitor and facilitate the implementation of the Strategic Plan.
5. Keep Board and Congregation posted on UUA and PSD issues.

Liaison for Committee on Ministry and Strategic Planning

Revised 2/6/08

Treasurer Responsibilities

The Treasurer is charged with these responsibilities. The Treasurer may, with consent of the Finance Committee, delegate some of these responsibilities to others. The person undertaking the delegated tasks will work under the direction of the Treasurer and the Finance Committee.

Weekly

Make sure congregational contributions and other streams of income (such as rental) are entered into database and deposited into the bank.

Bi-Weekly

Pay bills.

Monthly

1. Pay staff.
2. Reconcile bank statement.
3. Produce financial reports for board meeting.
4. Attend board meetings.
5. Payroll taxes for employees.

Quarterly

1. Submit 941 Forms for payroll taxes.
2. Write column for newsletter (more often if needed).

Annually

1. Prepare and send employee W2 forms no later than January 31.
2. Prepare, in conjunction with the Finance Committee, the proposed annual budget to present to the board.
3. Update pledge records.
4. Prepare end of year fiscal reports.
5. Set up new fiscal year records in July.
6. Convene annual audit with Past President and Vice President in July or August.

Other

1. Prepare updated budget and expense reports for committee chairs in September, for the December Council of Committee meeting, and upon request.
2. Keep abreast of changes in Federal tax code as it affects church accounting.
3. Attend Finance Committee meetings.
4. Send pledge statements to congregational members in November, January and May and upon request.

Liaison for Canvass, Concerts, Finance, Endowment and Harvest Auction Committees

Secretary Responsibilities

The Secretary shall:

1. Maintain accurate and timely records for the Congregation
2. Take accurate and thorough notes at monthly Board meetings and Congregational meetings
3. Prepare an electronic copy of monthly Board minutes and submit them to the Board President at least one week in advance of the next Board meeting
4. Submit a brief synopsis of monthly Board meetings to the Office Manager for publication in the newsletter by the 18th of each month
5. Prepare an electronic copy of the minutes of Congregational meetings and submit them to the Office Manager
6. Submit previous year's Annual Meeting minutes and the year's Congregational Meeting minutes for the annual report

Revised 12/07

Administration Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

The Administration Liaison shall:

1. Serve on Personnel Committee.
2. Provide feedback and requested support to Minister yearly on Office Manager evaluation.

Liaison for Building and Grounds and Safety Committees, liaison for staff on administrative issues.

Revised 12/07

Religious Education Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

The RE Liaison shall:

1. Serve on Personnel Committee and DRE Search Committee.
2. Participate as member of the RE Executive Committee (DRE, RE Chair, and RE Board Liaison) to handle significant concerns/issues that need resolution between monthly RE Committee meetings
3. Participate in the training of the incoming DRE in conjunction with the RE Chair in the event the outgoing DRE is unable to fulfill this responsibility

Liaison for RE Committee

Revised 2/6/08

Membership Services Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

Liaison for Hospitality, Membership, Caring and Community Outreach Committees

Revised 12/07

Programs Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

Liaison for Social Responsibility, Green Sanctuary, Aesthetics, Forums, Music and Worship Committees

Revised 12/07

Finance Committee Responsibilities

The responsibilities of the Finance Committee are as follows. The Chair of the committee will lead and facilitate these tasks:

1. Oversee Congregation's annual budget.
 - a. Educate committee chairs about the timeline and requirements for committee budget requests.
 - b. Prepare congregational annual budget. This may include negotiation with committee chairs and staff.
 - c. Present budget at the Congregation's Annual Meeting.
 - d. Monitor annual budget in conjunction with Treasurer, at least quarterly.
 - e. In coordination with the Board and Office Manager, prepare the timelines in May for the following year's budget and canvass efforts.
2. Conduct long-range financial planning.
3. Oversight of the following:
 - a. Treasurer
 - b. Canvass Committee
 - c. Auction Committee
 - d. Endowment
 - e. Concert Series

Oversight is to include soliciting feedback from former year's chair of each sub-committee listed above and timely communication with current year's sub-committee chairs to communicate timelines and any special concerns.

4. Prepare Annual Report.
5. Review requests for 'special funds,' fundraisers and special expenditures. Make recommendations to the Board concerning these requests.
6. In conjunction with Treasurer recommend financial policies for Board approval.
7. Work with Treasurer to develop procedures for banking, bookkeeping, audit and finance functions. After board review, implement them.