

Board Overview and Job Capsules

ver.8.20.19

The goal of this document is to provide a summary of the time commitment and responsibility of being a Board Member. It is not exhaustive; however a real effort was made to be realistic.

Board Overview

The Church Board consists of 6 voting members elected at the annual meeting, all of whom shall be members of the church for a 2-year term beginning July 1 and ending June 30. Terms are staggered so that no more than 1/2 of the Board is elected in a given year. In the event any of the above named individuals become unable to serve, the President of the Church Board shall appoint a member to fill the unexpired term, in consultation with the Nominating Committee/Team.

The Board meets monthly, in general the second Tuesday of the month, with a minimum of 6 times each year. A quorum for all meetings of the Church Board shall consist of 4 directors. The members of the Board may change this on an individual monthly basis to accommodate a Board objective or decide as a whole to change the meetings to a different rotation date. Any change needs to be communicated to the congregation on the calendar and in published communication. All meetings of the Church Board shall be open to the membership. The Church Board may conduct executive sessions as it deems appropriate. A majority of those present and voting at a duly convened Church Board meeting shall determine each question. Proxies will not be honored at meetings of the Church Board; however a Board member can join the meeting electronically by other methods i.e. Zoom, Google Hangouts, or phone.

Although, the Board meets monthly, there may be additional matters that arise between meetings requiring the Board's attention. The google drive will be loaded with relevant reports, minutes, drafts of working documents for Board review. A draft of the minutes will be distributed via email after the meeting and before the next meeting which Board members are asked to review, comment and approve/disapprove.

The Church Board shall strive to manage the finances of the church consistently with the budget approved by the membership. The Church Board has discretion to deviate from the budget when in its discretion it determines that it is appropriate to do so, not to exceed 5% of the total approved budget for the fiscal year.

The management of the affairs of the church, unless otherwise addressed in the bylaws, shall be vested in the Church Board. The Church Board shall provide support to all staff and will provide assistance and direction for the ministry of the church. The Church Board has authority, on behalf of the membership, to hire, contract with, terminate contracts with, negotiate with, supervise, manage, fire, accept resignations from and otherwise perform all functions of an employer or principal with regard to all employees and independent contractors of the church.

The Church Board shall create standing committees to include but not be limited to: Religious Education, Membership, Social Justice, Worship and Finance, and Committee on Ministry. The Church Board will affirm chairpersons for these committees upon recommendations from each committee. The Church Board must reaffirm these chairpersons annually. The Church Board shall appoint and supervise ad hoc committees and task forces, including their chairpersons, as it deems appropriate to carry out the work of the Church Board. These ad hoc committees and task forces must be re-appointed annually.

Fundraising oversight is the responsibility of the Board. All members of the Church Board are expected to take either a leadership or supporting role. When possible, congregants will be recruited to organize and implement a Fundraiser event. Fundraiser goals are budgeted each year and approved at the June Annual meeting. The allocation of the fundraiser is determined at that time as well i.e. general operating fund or designated account.

This is not all inclusive as additional PCUUC needs may arise and be reasonably part of the Board duty.

Individual Church Board Job Capsules

President: Serves a 1-year term. Convenes monthly Board meetings, primary signing officer of the congregation for rental agreements and one of three check signers.

An annual meeting of the church membership shall be called by the President of the Church Board in the fourth quarter of each fiscal year to:

1. Receive reports from the Church Board and the director of religious education regarding their activities during the church year.
2. Elect the leadership of the church for the coming church year.
3. Receive reports on the current budget and canvass results, and adopt an operating budget for the following fiscal year.
4. Consider such other matters as may be presented by the Church Board or the membership.

President Elect: Serves a 1-year term and ascends to President the following year for a total of 2-years.. Convenes Committee Council Meetings (**at least 2 times annually**) and acts as the liaison between Committee Council including Program leaders and the Board. If the President needs to step down within their term, the President Elect will assume the President role and another member will be asked to join the Board until the next annual meeting. Generally serves as one of the three check signatories.

Secretary: Serves a 2-year term. Responsible for taking minutes for any Board meeting that the church admin is unable to attend. Expected to take on ad hoc temporary positions as needed.

Treasurer: Serves a 2-year term. Makes monthly financial reports to the Board, serves as primary check signer, oversees Sunday Morning Financial Team to ensure appropriate collection processes and deposit procedures, gives the annual financial report to the congregation and creates yearly proposed budget in collaboration with the church administrator and input from all committees. Ensures oversight of the yearly pledge drive, annual filing responsibilities as employer and organizational treasurer.

2 Board Trustees: Serve 2-year terms, ideally staggered. Expected to take on ad hoc temporary positions as needed. Should another Board member be unable to complete their term, Trustees may be asked to consider fulfilling another Board position.