

## **Policy 058**

### **Board of Trustees**

#### **POLICY:**

The Board of Trustees is the governing body of the church and conducts the business of Northwoods according to its Bylaws.

#### **REFERENCED DOCUMENTS:**

- By Laws - Article VII
- Human Resource Manual – M007

#### **PROCEDURE STEPS:**

##### **Activity 1: Monthly Meetings**

- A) Reports from the Shared Ministry Council and Foundational Ministry will be read and reviewed for action at the monthly BOT meeting by the SMC Trustee and the Foundational Trustee, respectively, or their appointed designee.
- B) Monthly financial reports from the Treasurer will be reviewed then provided to the congregation in a public manner determined by the President and the Church Administrator.
- C) Executive sessions may be called by any member of the BOT and may be held at any time. These sessions are closed to the congregation in order to handle sensitive issues. The minister will be included in all Executive Sessions unless he/she is the subject of the meeting.

##### **Activity 2: Voting by Email**

- A) Church business requiring a vote of the majority of the BOT between monthly meetings may be conducted via email.
- B) The President will send the issue to be voted upon to all members and request a date for response.
- C) Copies of each Board member's reply will be kept by the President.
- D) The issue will be formally voted upon at the next following BOT meeting in order to record the action in the minutes.

### **Activity 3: Annual Congregational Meeting**

- A) The Membership Committee will provide a list of Voting Members which will be certified by the Parliamentarian 30 calendar days prior to the Annual Meeting.
- B) The Treasurer will include Membership numbers in their Annual report.
- C) Annual reports from the five Standing Committees will be available to the congregation at the Annual Meeting and will be forwarded to the Church Administrator.
- D) Childcare will be provided during the Annual Meeting.
- E) Votes will be counted by the Parliamentarian or appointed designees of the BOT and the congregation will be advised of the selection and approval of the budget by verbal announcement and publication in the Beacon and Beacon Bits.

### **Activity 4: Committee Chair Approval**

- A) The BOT will be responsible for approving chairpersons for all Standing Committees.
- B) All Standing Committee chairpersons must be Voting Members of Northwoods.

### **Activity 5: Contracts**

- A) The Board of Trustees approves or rejects all non-rental contracts on behalf of the church.
- B) The Board President signs all Board approved contracts including the ministerial contract after input from the Ministerial Search Committee. All contracts will be signed in a timely manner.
- C) Building and rental agreements will be signed by the Administrator or BOT designee.

**Activity 6: Interim / Developmental Ministerial Search Team** – Recommends a qualified candidate for contract to the Board of Trustees to serve as an Interim Minister or a Developmental Minister.

- A) The Board of Trustees shall appoint an Interim or Developmental Search Team, composed of three (3) Members for the purpose of calling an Interim Minister or a Developmental Minister for the Congregation.
- B) Any candidate for the position of Interim Minister must hold Fellowship in the Unitarian Universalist Association and have completed the required Interim or Developmental Minister training.
- C) Vacancies on this team shall be replaced by the Board of Trustees.

- D) Members of the team shall serve until an Interim or Developmental Minister is appointed by the Board of Trustees, but not more than one (1) calendar year, unless extended by the Board of Trustees.
- E) The Interim / Developmental Ministerial Search Team will collaborate with the Board of Trustees to develop the Letter of Agreement, as defined in Article XII Section 3. The Letter of Agreement will be approved by the Board of Trustees and executed by the President of the Board of Trustees and the Interim or Developmental Minister.
- F) Members of the Interim / Developmental Ministerial Search Team may serve as a transitional support team at the request of the Interim or Developmental Minister for a maximum of six (6) months after the start of the new ministry.
- G) Neither an Interim Minister nor a Developmental Minister is to be considered an employee of the Church.

#### **Activity 7: Other Assigned Duties for Trustees**

Some duties are specifically assigned to certain Trustees in the bylaws. Others are more flexible, assigned to the Board of Trustees in general and assigned among members in this policy, usually at the first meeting of each new sitting board. This gives the board maximum flexibility in matching abilities and preferences of members to necessary tasks.

- A) **The President** shall oversee communication between and interaction with the UUA, UUA General Assembly, Houston Area Unitarian Universalist Churches, and other community faith organizations.
- B) **The President** shall ensure that the HRC performs an annual review of the minister. This can be fulfilled by evaluations done for Ministerial Fellowship, or other evaluations required by the UUA.
- C) **The President** shall ensure that an archive is kept of all legal documents and all documents deemed historical in nature, including but not limited to contracts, insurance policies, the official minutes of the Board of Trustees meetings, minutes of all Congregational meetings, and all annual reports.
- D) **The President** shall oversee long range planning.
- E) **The President Elect** shall inform the Congregation of all issues to be discussed at the annual Unitarian Universalist General Assembly.
- F) **The President Elect** shall appoint Delegates to the UUA General Assembly.

- G) **The Foundational Trustee**, with the active assistance of the Leadership Development Committee, shall ensure that each standing committee is staffed (Buildings and Grounds, Communication, Endowment, Finance, HR, Membership, Stewardship).
- H) **The Foundational Trustee** shall oversee each standing committee.
- I) **The Secretary** shall ensure that Notice of the church Annual Meeting in May will be mailed 15 days prior to all Voting Members.
- J) **The Secretary** will also compose the said notification letter to the congregation.
- K) **The Parliamentarian** shall maintain one previous revision of the Bylaws for historical reference.

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