

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Board of Trustees		
	DOC No./ REV.	P058 Rev A	
	ORIGINATOR	Debbi Racobs	PAGE 1 OF 4
	COMMITTEE	Board of Trustees	APPROVED DATE: 6/18/07

1. POLICY:

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

2. REFERENCED DOCUMENTS:

- By Laws - Article VII
- BOT Agenda – F017
- BOT Minutes – F018
- BOT Annual Report – F016
- Human Resource Manual – M007

3. DEFINITIONS:

- **BOT** – Board of Trustees
- **Standing Committees** – Human Resources, Building & Grounds, Membership, Religious Education, Finance
- **Administrator** – Church Administrator a staff position as defined in the HR Manual- M007

4. PROCEDURE STEPS:

Step	Activity 1: Monthly Meetings	Responsibility
A	All monthly BOT meetings are open to the congregation.	
B	All meetings are conducted according to Roberts rules of Order, administered by the Parliamentarian.	Parliamentarian
C	An agenda of all business to come before the BOT will be compiled and forwarded to Board members by the President at least 24 hours prior to the meeting. In addition, a copy will be forwarded to the Church Administrator which will be posted outside the church office.	President, Administrator
D	Minutes of the meeting will be taken and transcribed by the Secretary. Approval and corrections of these minutes will be done at the next monthly meeting at which time they will be posted outside the church office and forwarded to the Webmaster for inclusion on the church website.	Secretary, Administrator, Webmaster
E	Reports from the Program Council and Standing Committees	Standing

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Step	Activity 1: Monthly Meetings	Responsibility
	will be read and reviewed for action at the monthly BOT meeting.	Committee Chairs, Program Council Moderator
F	Monthly financial reports from the Treasurer will be reviewed then posted outside the church office, forwarded to the Webmaster for inclusion on the church website and forwarded to the Beacon editor for publication.	Treasurer, Webmaster, Beacon editor
G	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.	BOT Members

Step	Activity 2: Voting by Email	Responsibility
A	Church business requiring a vote of the majority of the BOT between monthly meetings may be conducted via email.	President
B	The President will send the issue to be voted upon to all members and request a date for response.	President
C	Copies of each Board member's reply will be kept by the President.	President
D	The issue will be formally voted upon at the next following BOT meeting in order to record the action in the minutes.	President, Secretary

Step	Activity 3: Annual Meeting	Responsibility
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.	Membership Committee, Parliamentarian
B	Notice of the church Annual Meeting to be conducted in May each year will be mailed 15 days prior to all Voting Members.	Secretary
C	The Secretary of the BOT will compose the notification letter to the congregation.	Secretary
D	A written ballot for election of Trustees and Nominating Committee members and approval of the annual budget will be prepared by the Parliamentarian.	Parliamentarian

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Step	Activity 3: Annual Meeting	Responsibility
E	The slate of candidates standing for election will be provided by the Nominating Committee to the Board of Trustees.	Nominating Committee
F	Annual reports from the five Standing Committees will be available to the congregation at the Annual Meeting and will be forwarded to the Webmaster.	Program Council Moderator, Webmaster
G	Childcare will be provided during the Annual Meeting.	Program Council Moderator.
H	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.	Parliamentarian.

Step	Activity 4: Committee Chair Appointment	Responsibility
A	The BOT will be responsible for appointing chairpersons for all Standing Committees.	Board of Trustees
B	All Standing Committee chairpersons must be Voting Members of Northwoods.	Voting Members

Step	Activity 5: Contracts	Responsibility
A	The Board of Trustees approves or rejects all non-rental contracts on behalf of the church.	Board of Trustees
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.	President
C	Building and rental agreements will be signed by the Facilities Manager or BOT designee.	Facilities Manager

Step	Activity 6: Fundraising	Responsibility
A	All fundraising activities benefiting causes, social action, the general fund, and individual committee funds must be reviewed and approved in advance by the Board of Trustees.	Board of Trustees
B	Solicitations outside the benefit of Northwoods must be approved in advance by the BOT after input from the Community Relations Committee.	Community Relations

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Step	Activity 7: Annual Pledge Canvass	Responsibility
A	The Board of Trustees will appoint a chairperson for the annual pledge canvass.	BOT
B	The BOT will arrange for a list of members and friends for canvass purposes to be prepared by the Church Administrator or a BOT designee which will be supplied to the Pledge Canvass chairperson.	Administrator
C	Individual pledge amounts will remain confidential. The BOT will make reasonable effort to keep the names and amount of individual pledges known only to those approved by the Board of Trustees.	Administrator
D	The Treasurer will adjust the proposed budget to the results of the pledge canvass to present a balanced budget to the congregation	Treasurer

5. OTHER INFORMATION (as needed):