

PRESIDENT

POSITION RESPONSIBILITIES:

1. Preside at all Board and congregational meetings.
2. Act for the Board or congregation only with prior authorization of the Board or congregation.
3. May call special meetings of the Board or congregation.
4. Assist the Secretary in preparing agenda for Board meetings.
5. Arrange for the Board Retreat.
6. Keep Board and congregational meetings running smoothly, speedily, and efficiently. Maintain a position of impartiality during [congregational] meetings -- not making motions, participating in debate or voting, except in the case of a ballot vote.
7. Report on activities at regular Board Meetings.
8. Determine, in the event of a long discussion, whether the issue should be referred for further study.
9. On issues before the Board requiring a vote, vote only in the event of a tie.
10. Be present at all Board and Congregation meetings or make provision for Vice President to substitute.
11. Assure that every person who is elected or appointed to any office by the Board, is notified, receives a job description,
12. Ensure that each committee, task force, or working group appointed by the Board is progressing within established timelines.
13. Sign all legal documents for the congregation as needed.
14. In the event of an absence or vacancy of CEO, to serve as liaison between the congregation and the designated minister or staff member.
15. Attend and support church wide activities that would benefit from representation of Board members.
16. Be familiar with of all the governing and committee policies of the congregation and how they may relate specifically to Board issues, concerns, and questions.
17. Be in contact with Webmaster to ensure information on the Board of Trustees is current and updated as needed.

VICE PRESIDENT

POSITION RESPONSIBILITIES:

1. Assists the President in the preparation for and running of Board and congregational meetings as requested.
2. In the absence of or at the request of the President, preside at Board and congregational meetings.
3. Maintain updated job descriptions for Board members and officers and annually prepare and conduct a Board Self Assessment.
4. Assist the President in arranging for the Annual Retreat.

5. Participate as a convener, member, liaison, or consultant to Board appointed committees, task forces, or working groups.
6. Be familiar with of all the governing and committee policies of the congregation and how they may relate specifically to Board issues, concerns, and questions.
7. Attend and support church wide activities that would benefit from representation of Board members.
8. Maintain a running list of congregants and others whom the Board may want to recognize during the year. Examples would be a) congregants to receive a special thank you from the Board for participation in performing or leading a project; b) congregants who may have achieved recognition outside the congregation for activities that promote UU values and principles; c) congregants whom the Board may wish to select for the Very Fine Award at the Annual Meeting.
9. Ensure that thank you notes from the Board to individuals and groups are written and sent after each meeting where the Board has selected those to thank.
10. Develop and maintain the list of all past Board officers and members and the years of their service.
11. It is assumed that the Vice President will stand for election when the incumbent President's term (including re-election) is completed.

SECRETARY

POSITION RESPONSIBILITIES:

1. The Secretary is responsible for keeping an accurate record of proceedings at all Board of Trustees and congregational meetings.
2. The Secretary is the officer designated in the Constitution to receive notice in writing from any person wishing to terminate membership in the congregation.
3. The Secretary shall issue the call for all membership meetings by notice to every member of the Congregation at least twenty-one (21) days before the meeting. Notice may be transmitted by mail or electronically.
4. The Secretary is the officer designated to receive all biographical materials for candidates nominated, and those running by petition, for election at the Annual Meeting.
5. The Secretary shall be responsible for certifying eligibility of all nominees. The names and biographical material of all candidates shall be presented to the Congregation not later than May 15 using mail, electronic means, posting on the Congregation's website and in a visible location in the foyer of the Main Building.
6. Post copies of the minutes of Board and congregational meetings on the Board of Trustees Bulletin Board in the Lobby and send to the Webmaster for posting online.
7. The Secretary will assist the President in preparing the Agenda for Board meetings and will send out the Agenda and all items for the Board Packet 8 days prior to the scheduled Board Meeting.
8. Assist the President in arranging for the Annual Retreat.

TREASURER

POSITION RESPONSIBILITIES: <change wording re chair of Finance, role of treas, role of Dorothy>

1. The Treasurer is the primary advisor to BOT on financial issues.
2. Along with the Finance Committee chair, is the primary liaison to the Endowment Committee. Ensures ongoing communication and, where necessary, coordination, between the Finance Committee and Endowment Committee.
3. Responsible for periodic review of church's financial systems (pledge, accounting, membership database) to ensure their adequacy and procedures for ensuring accuracy, not less than once every 3 years.
4. Responsible for periodic review of third party benefits and insurance policies, including but not limited to, healthcare, pension, and property and casualty insurance, not less than once every 3 years.
5. Primary financial liaison to all committees, projects, fundraisers, etc. which are involved with church funds such as YRSC, Buildings and Grounds, and Human Resources.
6. Reviews internal controls and accounting policies and procedures
7. Notifies BOT when expenditures require congregational votes.
8. Is fully knowledgeable on church's accounting and pledge tracking systems.
9. Is fully knowledgeable on cash handling and counting procedures.
10. May be second signatory on checks over \$3,000 (excepting regular salary and pension checks). If not available, Assistant Treasurer or other authorized signer may fill in.
11. Prepares monthly financial reports based on Director of Operation's reports, indicating the financial well-being of the congregation and provides to the Board of Trustees. The monthly report to the Board of Trustees will include a comparison of YTD performance by Budget Line vs. the Budget using the most recently available information given the timing of the BOT meeting.
12. Presents Finance Committee's Annual Budget recommendation to the BOT.
13. Presents final BOT Annual Budget recommendation to congregation at the Annual Meeting. Will be reasonably available to support congregants with financial questions/concerns.
14. The Treasurer is the authorized signatory on all bank accounts (except Minister's Discretionary Fund).
15. Together with Director of Operations ensures implementation of any audit recommendations.
16. Sets the annual canvass target.

ASSISTANT TREASURER

POSITION RESPONSIBILITIES:

1. The Assistant Treasurer supports the work of the Treasurer and may assist in preparing reports to the Board on financial issues as requested by the Treasurer.
2. Participates as a member of the Finance Committee and reviews internal controls and accounting policies and procedures with the Treasurer and other members.
3. Along with the Treasurer will conduct periodic review of church's financial systems (pledge, accounting, membership database) to ensure their adequacy and procedures for ensuring accuracy, not less than once every 3 years.
4. Is fully knowledgeable on church's accounting and pledge tracking systems.
5. May take on special projects at the request of the Treasurer.
6. Will be familiar with all committees, projects, fundraisers, etc. which are involved with church funds such as YRSC, Buildings and Grounds, and Human Resources and take on liaison assignments as requested by the Treasurer.
6. In the absence of the Treasurer, the Assistant Treasurer may be second signatory on checks over \$3,000 (excepting regular salary and pension checks).
7. Assist the Treasurer in preparing reports for Board and congregational meetings as requested.
8. It is assumed that the Assistant Treasurer will stand for election when the incumbent Treasurer's term (including re-election) is completed.

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