

# **UUCV Board of Trustees Job Responsibilities**

## **Board Member-At-Large – Job Responsibilities**

### **1. Attend monthly Board meetings.**

- 1.1. Serve as a Board Member of the Day at a Sunday service approximately 6 times a year.
  - 1.1.1. Requires you to arrive early at UUCV and remain after the service and social hour to lock the church, and follow other close-down procedures.
- 1.2. Serve as Board liaison on up to two UUCV committees.
  - 1.2.1. Maintain regular (monthly) contact with committee chairs, provide feedback, keep chairs abreast of Board actions.
  - 1.2.2. Provide guidance on UUCV policies and procedures, troubleshoot; brainstorm.
  - 1.2.3. Provide written monthly reports to Board on committee activities.
- 1.3. Attend annual Board retreat.
  - 1.3.1. Retreat consists of a morning or afternoon gathering (typically Saturday).
- 1.4. Assist the Board and/or UUCV with ad hoc tasks and projects.
- 1.5. Attend major events at the church, such as major holiday services, the annual meeting of the congregation, special congregational meetings as announced, and fundraisers.
- 1.6. Be familiar with the UUCV Articles of Association and By-Laws.

## **President's Responsibilities**

### **1. Meetings.**

- 1.1. Prepare Agenda for Monthly Board meeting.
- 1.2. Finalize Agenda at meeting with the Executive Committee held on Tuesday before the Monthly Board Meeting and disseminate the agenda prior to Board meeting.
- 1.3. Executive Committee is comprised of the President, Vice-President, Treasurer, and Clerk. The Minister may also attend this meeting.
- 1.4. Preside over the Monthly Board meetings and Annual Congregation meeting.
- 1.5. Attend Financial Committee meetings.
- 1.6. Attend Committee meetings at the invitation of Committee Chairs.

### **2. Financial.**

- 2.1. In absence of Treasurer, can sign on four corporate bank accounts. Minister also has signing ability.
  - 1)Main Savings Account, 2)Main Checking Account, 3)Mozambique Bursary Account, 4)Capital Campaign
- 2.2. Signs contracts and insurance paperwork as necessary.
- 2.3. Make some financial determinations on account structure, signing sub-contractors' contracts, etc.

### **3. Community.**

- 3.1. Be aware of any issues involving congregants, committees, etc. in case an issue expands and involves additional folks.
- 3.2. Be available during ministers' absence to make decisions in conjunction with the church staff.
- 3.3. Respond to committee requests on whether the issues can be resolved at committee level/go to board.
- 3.4. Respond to minister's requests on whether issues can be handled by minister and Board President or go to the board for discussion and determination.
- 3.5. Participate in UUCV Board President email activities.
- 3.6. Advise the Nominating Committee Chair of the number of vacancies on the Board.
- 3.7. Other Duties as Determined.

## **Vice President's Responsibilities**

### **1. Meetings.**

1.1. The Vice President shall act in the absence of the President.

### **2. Duties.**

2.1. The VP shall perform such duties as assigned by the Board.

## **Treasurer's Responsibilities**

### **1. Maintain Bank Accounts.**

1.1. A Checking Account, into which almost all revenues are deposited and out of which almost all bills are paid.

1.2. A Savings Account which holds earmarked or "set-aside" monies for:

1.2.1. Sabbatical Savings.

1.2.2. Long-term property improvements, plus any other discretionary monies not needed for the day-to-day operation of UUCV.

1.3. A Savings Account which is solely and exclusively used for any and all financial matters related to the Mozambique Bursary project.

1.4. A Capital Campaign Savings Account which is exclusively used for any and all financial matters related to the planned 2018 Capital Campaign.

1.5. A Minister's Discretionary Fund which the Treasurer has no access to nor supervisory role over.

1.6. UUCV's accounts with F&M Trust:

1.6.1 Include online access and management.

1.6.2. The Church Administrator, the Board President, the Finance Committee Chair and the Treasurer all have access to the (4) accounts online.

1.6.3. The Treasurer has "Administrator" control for the (4) Bank accounts.

### **Following are the Treasurer's duties categorized by time-frames:**

#### **2. Weekly.**

2.1. Account for and deposit all monies received in the previous week.

2.1.1. Primarily that means the "Sunday collection," but it includes all revenue received.

2.1.1.2. Payments are received in check form via the mail.

2.1.1.3. Payments received via the Internet.

2.1.1.4. Funds received via credit card payments (e.g., grocery gift cards).

2.1.2. The Treasurer does an independent count to verify the accuracy of Church Administrator's work (anytime after Monday).

2.2.2.1. Church Administrator Makes deposit.

2.2.3. Pay bills and invoices.

2.2.3.1. Church Administrator handles all payment requests, invoices, reimbursement requests, etc., and (via Quick-Books) prepares the checks.

2.2.3.2. The Treasurer reviews the invoices, requests, etc., for validity and accuracy, and then signs the checks.

### **2.3. Monthly.**

- 2.3.1. Church Administrator takes all coins received for the month for “Change-For-The-World” (CFTW) to the F&M Bank (in Carlisle or Mechanicsburg) coin counting machines and deposit them.
- 2.3.2. Church Administrator maintains a record of the CFTW deposits, per month, including recipients.
  - 2.3.2.1. Church Administrator prepares letter for that months recipient and mails it, along with the dollar amount, after Treasurer signs it.
- 2.3.3. Treasurer reviews monthly financial statements created by Quick-Books to check for accuracy and to monitor expenditures and revenue.
- 2.3.4. Treasurer prepares and issues to the Board of Trustees a monthly Treasurer’s Report. A sample of this report will be included with this document.

### **2.4. Quarterly.**

- 2.4.1. Treasurer meets with the Finance Committee to review the past three months’ financial statements and to address any outstanding finance-related issues.
  - 2.4.1.1. Finance Committee is comprised of the Treasurer, Board President, Finance Committee Chair, Personnel Committee Chair, and the Minister.
- 2.4.2. The annual budget approved by the Congregation includes “set-aside”/savings appropriations for two “funds:” (1) Sabbatical Savings and (2) long-term property improvements.
- 2.4.3. Each quarter of the Fiscal Year (FY) the Treasurer pays, from the bank Checking Account to the bank Savings Account, one-fourth of the annual appropriation for each of those two funds and notifies the Church Administrator.
- 2.4.4. Upon request from the Mozambique Bursary Committee, the Church Administrator will arrange for international wire transfers (from the separate Mozambique Bursary bank account) to the bursary program’s administrator.

### **2.5. Annually.**

- 2.5.1. Treasurer, as a member of the Finance Committee, **assists in** preparation of the next FY budget.
- 2.5.2. Treasurer prepares and presents to the Congregation (at UUCV’s Annual Congregational Meeting) a review of the church’s financial status for the past year.
- 2.5.3. Treasurer upon request from the Mozambique Bursary project’s administrator, prepare via e-mail a brief financial “audit” of the monies provided by UUCV during the past year. A sample of such report will be included with this document.
- 2.5.4. Church Administrator separately deposits and accounts for all contributions to the Mozambique Bursary project during that project’s annual fundraising campaign.
  - 2.5.4.1 Typically that campaign is held in November and December, although contributions continue to be received in January, February and March.
- 2.5.5. Church Administrator separately keeps track of and account for all monies received as part of UUCV’s annual Auction fundraising event.
  - 2.5.5.1. Treasurer Reviews document.

## **Clerk's Responsibilities**

Bylaws: VII. OFFICERS

Sec. D - *"The Clerk shall keep minutes of all meetings of the Congregation and of the Board."*

Sec. G – There are additional duties and expectations resulting from this section.

*"The President, with approval of the Board, shall establish, when expedient, a list of specific administrative duties required for the various officers."*

The actual job duties, as currently administered, are as follows:

### **1. Take and Keep Minutes of Board Meetings.**

1.1. To include monthly, special sessions and Board Retreat meetings.

1.2. The Clerk shall be sure copies of needed reports and handouts are prepared. Reports would include: previous meeting Minutes, Minister's report, Treasurer's report and the meeting agenda (prepared by the President). The President, Treasurer and Minister typically handle their own documents. Distribute such documents at the start of the Board meeting.

1.3. Historically, the minutes have been "action based" reflecting decisions, votes, recommendations and various reports or presentations. They have not been scripted or lengthy. A new Clerk should refer to the previous year to review a possible format. The outline to be used is at the discretion of the Board (with consideration of the skill set of the Clerk).

1.4. Minutes are not taken if/when an "Executive Session" is called - merely state - "Executive Session held."

1.5. The Clerk shall be sure all Board documents are gathered at the conclusion of the meeting.

1.6. The Clerk shall, within a few days of a meeting, provide a draft of the Minutes to Board members for review.

1.7. The finalized Minutes shall be electronically submitted to the church administrator. The Minutes, along with Minister's Report and Treasurer's Report, are electronically stored and are sent to the Board and Chairs of major committees by the church administrator.

1.8. Responsible for organizing the annual (1)Board Member of the Day schedule, the (2)Committee Liaison assignments, and the (3)Board meeting Chalice Lighting & Reading schedule.

1.8.1. *Providing a blank templates to be circulated, following Presidential explanations.*

1.8.2. *Prior to the meeting, calculate how many times each Board member must serve as BMOD.*

1.8.3. *Distribute BMOD Sunday Duties handout.*

1.8.4. *Following the meeting finalize, type, and copy completed forms.*

1.8.5. The 3 documents should be provided to the church administrator (Pam) and Board members (added to the Board binder).

### **2. Executive Council Meeting**

2.1. The 4 officers of the Board (President, Vice-President, Treasurer and Clerk) and the Minister (ex-Officio delegate) comprise the Executive Council.

2.2. The Clerk, as part of this group, will attend a planning meeting several days prior to regular

Board meetings to establish the Board meeting's agenda.

### **3. Annual Congregational Meeting/Town Hall Meeting**

- 3.1 Prior to the meeting contact the DLFD to assure that there is childcare available; the Coffee Coordinator to be sure they are aware that they may need to stay later than usual to clean up; and the Sound Board person to arrange for prolonged service & to be sure whatever required audiovisual equipment is set up. Contact grocery card person to arrange for later sales if that will be feasible.
- 3.2. The Clerk is responsible for recording Minutes of the Annual Congregational Meeting. These Minutes when prepared will be submitted to the church administrator for electronic storage. This document will be included in the following year's Annual Report.
- 3.3. During the Annual Congregational Meeting the Clerk is responsible for presenting the previous year's Minutes for the congregation to review. The President will call for a motion and vote for approval.

### **4. Committee Liaison Duty**

- 4.1. As with other members of the Board, the Clerk shall serve as a liaison to a major committee.
- 4.2. All liaisons are requested to establish a working relationship, make monthly contact and report at each Board meeting the committee's concerns or ways the Board can offer support.
- 4.3. The assignment of committees is done at the first organizational Board meeting of the year.

### **5. Board Initiated Gifts and Thankyous**

- 5.1 The Clerk should initiate the sending of thank you notes (helped by other members and signed by at least the officers) to any member or guest of UUCV who has done something specifically noteworthy of thanks.
- 5.2. There is no set policy, but consistency is highly suggested.
- 5.3. Examples might include: card to chair of a major event (auction, budget drive) and when the Chair of a major committee steps down from the position. Cards and stamps are supplied by the church office.
- 5.4. The Clerk should handle the Holiday Gift gesture to all staff. To date, this has included a card signed by all Board members and a \$25 gift card to something in keeping with each staff member's interest. Paid from Board budget.
- 5.5. Suggestion: Start in early November to have things ready by mid-December.
- 5.6. The Clerk shall initiate (in April) with the church administrator the purchase of small

recognition gifts (Pam knows what to order) to all Board members leaving the Board after fulfilling a full 3-year term. These gifts are typically presented by the Minister at their last Board meeting in June. Paid from Board budget.