

## **BOARD OF TRUSTEES “BOARD” GOVERNANCE**

April 15, 2024

Using the authority granted in the Bylaws, the Board has adopted the following policies to implement the Bylaws and to carry on the business of the Congregation.

### **Role of the Board**

The Board will govern primarily by discerning mission, planning for the future, assessing plans, developing leaders, partnering with and supporting the Minister(s) and staff, and fulfilling its fiduciary responsibility to protect the people and assets of the Congregation.

### **Board Policies**

The Board will maintain and update this document of Board Policies, which defines the Congregation’s governance structure and decision-making authority, and will make it easily available to all members and staff.

### **Board Officers and Members**

The Board officers and Board members will carry out the duties of their positions outlined in these policies, the Bylaws and the position-specific job descriptions. The Senior Minister and designated senior staff, including but not limited to the Director of Religious Education, are ex-officio non-voting members of the Board.

### **Senior Minister and Staff**

The Board delegates all of its authority to manage the operations and resources of the Congregation, except as expressly limited by these policies, to the Senior Minister as Head of Staff and to their staff members.

### **Teams and Councils**

Minister(s) and staff must oversee all Teams and Councils (a group of Teams) and ensure that 1) each Team maintains a written Charter of purpose and procedures; 2) each Team understands its responsibilities in carrying out the Congregation mission and strategic plans; and 3) each Team is assigned a Minister/staff liaison who maintains a clear, consistent and effective channel of communication between themselves and the Team.

### **Conflicts of Interest**

The President will follow the Conflicts of Interest procedures outlined in Policy 110. All Board members are expected to carry out their duties with undivided loyalty to the Congregation and its mission. A conflict of interest exists whenever a Board member has outside interests or duties that may hinder or appear to hinder the Board member from fulfilling their responsibilities to the Congregation.

### **Board Committees**

Standing Committees and other temporary special committees exist to assist the Board with oversight and are not for administration or operations, or to make decisions on the Board’s behalf.

- The Board will maintain and oversee the following Standing Committees: Finance, Stewardship, Endowment, Building, Grounds, and Growth Through Service.
- The Board will ensure each Standing Committee maintains a Charter document. The Charter will detail the purpose, terms, qualifications and procedures for that Committee. The Board will

Policy 100 - Board Governance

approve purpose, term and qualifications. The Growth Through Service Committee will assist the committees in succession planning and volunteer recruitment.

- The Board will form a temporary group each year to nominate members to the Growth Through Service Committee (GTS). This group will consist of the Board President, the Minister, and the current Chair of GTS, plus two other persons chosen by those three who are not currently members of the Board. The Board will approve the selections chosen to fill the GTS seats.
- The Board may utilize temporary special committees to assist with the work of the Board that is not carried out by Standing Committees.

**UUA**

The Congregation will participate annually at the Unitarian Universalist Association (UUA) General Assembly (GA) and whenever possible at UUA Regional meetings. Delegates to GA and representatives to Regional Meetings where voting takes place shall be voting members of the Congregation. The Board will appoint Delegates to GA with the consent of the congregation as per Procedure 130.1.

**Adoption of the Policy**

This policy by vote of the board is hereby adopted.

\_\_\_\_\_ by \_\_\_\_\_  
 UUCDC Marylin Huff  
 [Name of Congregation] Board President

and \_\_\_\_\_  
 Abby Houston  
 Board Vice President

Dated this 15 day of April, 2024.