

Procedure for Monitoring Board Performance

The Church Board will systematically monitor its performance to ensure that it is in keeping with the Vision, Mission, and Strategic Plan. This process will include:

1. The attached annual self-assessment of the Board will be completed individually by each Board Member and the Lead Minister. Each Board Member and the Lead Minister should anonymously submit a copy of this completed form to the person chosen to facilitate this review. The facilitator will be selected at the March (suggest facilitators) and April (finalize selection) Board meeting.
2. The facilitator will compile the results and present them to the Board for discussion during an executive session of a board meeting. The results should include averages and the range of values assigned for each item.
3. With the help of the facilitator, the Board will develop an action plan to address any weaknesses.
 - a. Weaknesses are defined as any item that scored an average of 2.5 or less. If there are no items that scored that low or if there are less than five items below this cutoff, then the Board should address the five lowest scoring items.
 - b. The Board should discuss the cause of the weakness, create a plan to rectify the situation, and set a timeline of no more than six months to review progress.
4. The facilitator will help the board discuss the written comments and responses to the discussion questions at the end of the evaluation.
5. Following this executive session, the facilitator will prepare recommendations for the board as it moves forward. These recommendations should be discussed in detail with the incoming board.
6. Timeline
 - a. Choose facilitator – March/April board meeting
 - b. Submit evaluations (anonymously) to the facilitator – May board meeting
 - c. Discuss evaluation with the facilitator – June Board Meeting
 - d. Recommendations report from Facilitator – Aug 1

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1. **Governing Style:** This section is completed by each Board member evaluating the performance of the board as a whole.

Please rate on a scale of 1-4

4=strength, 3=satisfactory, 2=growth opportunity, 1=weakness

	The Board focuses on governance and leaves Ministry to the lead minister, staff, and volunteers.
	The Board uses the expertise of individual members, but does not substitute an individual's expert judgment for the Board's deliberative process.
	The Board is accountable to the congregation for competent, conscientious and effective accomplishment of its obligations.
	The Board has established and made reasonable progress on annual goals.
	The Board has led an inclusive process of discernment regarding open questions with the congregation
	The Board has established and periodically reviews appropriate executive limitations that create boundaries of prudence and ethics to be observed by the Lead Minister.

Comments:

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2. **Board Job Description:** This section is completed by each Board member evaluating the performance of the board as a whole.

Please rate on a scale of 1-4

4=strength, 3=satisfactory, 2=growth opportunity, 1=weakness

	The Board represents and leads the congregation in visioning long-term.
	The actions of the board are transparent and well-communicated to the congregation.
	The Board monitors the performance of the Lead Minister to assure compliance with the Mission, Vision, and Executive Limitations Policies
	The Board reviews and then recommends an annual budget to UUCDC membership
	The Board monitors the Lead Minister's adherence to financial and asset management policies
	Board members regularly attend board meetings.
	Board members are prepared for Board meetings and participate in the discussion.
	The Board (or a designated person) coordinates the audit responsibilities of the Board.
	Board members adhere to the Board Covenant.
	Board members adhere to the Board Code of Conduct.
	Communications from the Board leadership to Board members and among Board members are clear and expeditious. Care is taken to ensure that Board members are not excluded or disadvantaged by internal communications policies.

Comments:

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3. **Role of Board Officers:** This section is completed by each board member evaluating the performance of the Board Officers.

Please rate on a scale of 1-4

4=strength, 3=satisfactory, 2=growth opportunity, 1=weakness

	The Board President ensures that the meeting content focuses on issues that clearly belong to the Board to decide and deliberation is timely, fair, orderly, and thorough.
	The Board President exercises their authority to make decisions on behalf of the Board appropriately.
	The Board President chairs Board meetings or delegates that responsibility fairly.
	The Board President does not attempt to supervise or otherwise direct the Lead Minister or Staff.
	The Board President or designate provides adequately detailed meeting agendas at least one week in advance of the Board meetings.
	The Board Vice President acts in the place of the Board President in their absence.
	The Board Vice President assumes responsibilities as needed for special projects or other tasks.
	The Board Secretary records and distributes accurate minutes of Board meetings.
	The Board Treasurer regularly attends Finance Committee meetings and summarizes that information for the board.
	The Board Secretary records minutes of congregational meetings.

Comments:

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Please answer the following questions and submit them with the evaluation form. The responses will be discussed during the board evaluation meeting in May.

4. Over the past year, how well did the board address the chosen goals?
5. Over the past year, how well did the board address the Open Questions?
6. Over the past year, what issue has been the single greatest challenge for the board?
7. Over the past year, what has been the greatest success of the board?
8. Over the past year, what has the board learned?

Adoption of the Prodedure

This procedure by vote of the board is hereby adopted.

UUCDC By Marilyn Huff

[Name of Congregation] President

and John Davies

Vice President

Dated this 19th day of August, 2024.