

Approved
Board of Trustees
November 16, 2010

SUPPLEMENTAL CHURCH/BOARD DUTIES

Ordinary church/board duties are fully described in the UUCS Bylaws Article V, Section 3.

Secretary

It shall be the duty of the secretary to see that the following materials generated by board meetings are filed in the Official Record Book of the Board of Trustees, kept in the office, and are posted in a place(s) where the documents can be easily accessed by members of the congregation:

- Agenda for that month's meeting
- Minutes of the previous month's meeting and other special meetings of the board or congregation held during the past month
- Treasurer's Report (including budget work-ups)
- Church Census Report
- Minister's Report (when written)
- Committee reports and task force reports made to the board (when written)
- Special reports by the president and/or other board members prepared for the meeting
- Special letters to and from the Board of Trustees (at the request of the president)
- Other materials that may be generated for board meetings shall be given to the Church Administrator by the secretary for disposition in the proper office files.

The board secretary is designated to review annually all board decisions and bring to the board all items that require board approval for inclusion in the Policy Manual. The secretary shall additionally serve as chair of the Governance Committee.

Vice President

- Chairs the Personnel Committee
- Maintains the Personnel File
- Presides in the President's absence

Treasurer

- Serves on the Endowment Board
- Chairs the Finance Committee

Executive Committee

The Executive Committee consists of the church president, vice president, secretary, treasurer and minister. The Executive Committee sets the agenda for board meetings and provides advice and counsel to the minister and president regarding the daily operation of the church.

Role of Past President

The immediate past president of the board may be invited by the board to serve as a nonvoting member of the Board of Trustees.