**Board of Trustees’ Roles and Responsibilities**

**Updated and approved January 21, 2015\***

# Position: President

**Duties:** The president will be the chairperson of the Board of Trustees (BoT); will, when present, preside at all business meetings of the church and of the BoT; and will represent the church in duties incident to the office.

**Job Description**

Monthly:

1. Plan and presides over BoT meetings
2. Prepare and distributes agenda of BoT meetings
3. Work closely with the Vice-President preparing the VP for the President’s job
4. Facilitate the setting and implementation of BoT goals
5. Submit a monthly report to the BoT.
6. Utilize strategic planning and oversight using information from the congregation, annual committee/team/staff reports and BoT discussions to achieve church mission
7. Ensure that BoT and committee efforts support and advances the church’s vision, mission and values.

Annually:

1. Plan and presides over congregational business meetings
2. Prepare and distributes, at assigned times (with cooperation of Board Secretary), agenda for congregational business meetings
   * Prepare (with Board Secretary) and submits an annual report for annual meeting
3. At or near the beginning of term, prepare and plan annual BoT retreat for clarifying BoT responsibilities, providing important church documentation, assessing progress and needs, setting goals, and establishing working relationship among BoT members.
4. Plan and conduct installation of new officers and BoT members

When needed:

1. Serve on Personnel Committee
2. Participate in New Member In-gatherings
3. Participate in inclement weather decision-making (see Board Policy #39: Inclement Weather Policy for Church Service that was approved January 21, 2015)
4. Mentor your replacement.

**Term:** One year

**Time required:** 3-10 hours per week

**(President continued)**

**Qualifications and Special Skills:**

1. Has been a member of HVUUC for at least 2 years and has chaired a major committee or task force.
2. Knowledge of functions of committees, staff, and teams
3. Good communication and human relation skills
4. Knowledge of church by-laws, mission and vision statements
5. Knowledge of basic parliamentary procedures (Roberts Rules of Order)
6. Knowledge of basic board functions (discernment, oversight, strategy, and management)

January 2015

Re-approved August 27, 2022

# Position: Vice President

**Duties:** To perform such duties as prescribed by the Board of Trustees (BoT) and in absence of the President perform the duties of the President; under normal circumstances be willing to accept the nomination for the next presidency if so requested by the Nominating Committee.

**Job Description**

Monthly:

1. Work closely with the President to carry out duties determined by the BoT.
2. Work with Social Justice Committee to develop strategies for enhancing the church’s social justice programs.
3. Advocate for and facilitate leadership development budgeting and opportunities.
4. Submit a monthly report to the BoT.
5. Ensure that BoT and committee efforts support and advance the church’s vision, mission, and values. Annually:
6. Submit an annual report to the BoT.
7. Collect annual reports from committees, teams, and staff to use in BoT oversight and planning at the new BoT retreat and compile a list of needs/challenges for the BoT
8. Submit a budget for annual leadership development in January.
9. Attend the annual BoT retreat, including when an outgoing member of the BoT.
10. Serve as chair of the Personnel Committee with the President and Past-president as members. This committee will review contracts, clarify goals, monitor and evaluate work. The minister, who supervises HVUUC staff, will use the Vice President and Personnel Committee as advisors for hiring of new staff and other personnel related issues.
11. Plans annual leadership retreat that takes place at or near the end of term as Vice President.

When needed:

1. Submit proposed Personnel budget for the new fiscal year to the Stewardship Trustee and Treasurer.
2. Review the Personnel Manual and Handbook for needed updates
3. Coordinate and serve as liaison with long-range planning and special projects as needed.
4. Serve on the Personnel Committee.
5. Participate in New Member Ingatherings.
6. Oversee the Memorial Wall process (see Memorial Wall Board Policy )

**Term:** One Year

**Time Required:** 5-6 hours per week

**Qualifications and Special Skills**

1. Has been a member of HVUUC for at least 2 years and has chaired a major committee or task force.
2. Attend leadership training at the Mountain or other approved UU program, if possible.
3. Willingness to develop and enhance planning, leadership, and organization skills
4. Prior leadership experience on church committees or BoT
5. Basic knowledge of church governance and ministry structure
6. Good communication and human relation skills

January 2015

Amended and approved: August 17, 2022

# Position Secretary

**Duties:** To keep accurate records of the transactions of all church business meetings of the congregation and Board of Trustees (BoT); compile a record of activities and achievements of the church; research church records when so requested and other duties incident to the office.

**Job Description**

Monthly:

1. Keep accurate records of the transactions of all business meetings of BoT.
2. Distribute copies of the minutes to BoT members and others designated by the board.
3. Maintain a file of approved and dated copies of all board and congregational meetings
4. Share BoT meeting highlights and actions to newsletter and HVUUC-News Yahoo Group.
5. Keep policy book up-to-date with additions, revisions, or deletions as required by the BoT
6. Serves as liaison with communication committee or teams.
7. Ensure that BoT and committee efforts support and advances the church’s vision, mission, and values.

Annually:

1. Keep accurate records of the transactions of all business meetings of the church.
2. Attend the annual BoT retreat, including when an outgoing member of the BoT.
3. Compile and distribute annual report, policies, and other reports when requested

When needed:

1. Record activities and achievements of the church
2. Mentor your replacement.

**Term:** Two Years

**Time required:** 1-6 hours per week

**Qualifications and Special Skills**

1. Be a member of HVUUC.
2. Computer document and email skills.
3. Ability to listen carefully and summarize business meeting discussions.
4. Good communication skills.
5. Good organizational and filing skills.

January 2015

Re-Approved August 17, 2022

# Position: Treasurer

**Duties:** To have custody of all funds belonging to the church unless otherwise designated by the board; receive, deposit and disburse such funds under the discretion and to the satisfaction of the Board of Trustees (BoT); keep full and accurate accounts of the finances of the church; and perform other duties incident to the office. The treasurer has the authority to appoint the following positions with approval of the BoT: **Receiving treasurer** and **Disbursing treasurer**. The treasurer will be responsible for oversight of these duties and will receive monthly reports, which will be summarized in the monthly report sent to the BoT. These positions will be renewed by the BoT at the beginning of the fiscal year.

**Job Description**

Treasurer

* Receiving funds (To be performed by the **Receiving treasurer**, if one has been appointed)
  + Receive, deposit, record (Quicken), and categorize all income into the church,
  + Send out reminders of pledge amounts due in April.
* Disbursing funds (To be performed by the **Disbursing treasurer**, if one has been appointed)
  + Receive bills
  + Pay bills and record in Quicken
  + Categorize all expenses paid from the church.
* Review, tabulate and report income and expenses in the Treasurer’s monthly report.
* Update software and spreadsheets as needed and save all files to HVUUC Finance Dropbox (accessible by Treasurer, both assistant treasurers, and Stewardship Trustee)
* Present financial status reports to at the BoT meetings
* Maintain all bank accounts
* Act as receiving treasurer for PayPal
* File all IRS related documents (new employee I9, quarterly FICA payments and annual W2, W3, 1096 and 1099).
* Work with Stewardship Trustee to develop proposed budget
* Serve on Endowment Committee
* Be an active member of the BoT and participate in the yearly retreat
* Assist the Stewardship Trustee in the yearly audit
* Prepare annual financial statements
* Present a financial report for the fiscal year at the annual congregational meeting
* Provide financial information to committee chairs and individuals

**Time Required:** 10-12 hours per week

**Qualifications and Special Skills needed for this position**

1. Be a member of HVUUC.
2. Possess skills in the areas of math, bookkeeping and accounting.
3. Possess skills in cash flow management.
4. Have a high degree of integrity.
5. Possess computer skills especially for Quicken and Excel Spread Sheets.
6. Previous experience on the finance committee is preferred.

July 2015

Amended and approved: July 2021

# Position: Past President

**Duties:** To provide counsel to the Board of Trustees (BoT).

**Job Description**

Monthly:

1. To act as a consultant to the current president and the BoT
2. Serve as liaison to HVUUC Associational Affairs Representative who helps connect the congregation to the association by encouraging support and attendance at associational affairs like UUA General Assembly, Southeast District meetings, and training opportunities in our region. Promote Chalice Lighters Program within the congregation.
3. Submit a monthly report to the BoT
4. Ensure that BoT and committee efforts support and advances the church’s vision, mission and values.
5. Retain oversight of the Church Insurance Policy, and work with Facilities Trustee on Insurance Claims.
6. Serve on Personnel Committee

Annually:

1. Attend the annual BoT retreat, including when an outgoing member of the BoT.
2. Submit an annual report to the BoT.

changes.

**Term:** One Year

**Time required:** 1-3 hours per week

**Qualifications and Special Skills:**

1. Former BoT President, preferably but not necessarily the immediate Past President.
2. Motivator and supporter of staff and BoT in reaching goals and church mission
3. Be a member of the church.

July 2015

Amended and approved August 17, 2022

# Position: Facilities Trustee

**Duties:** To oversee the safety, security, maintenance, repair and good appearance of the building and grounds of the church.

**Job Description**

Monthly:

1. Serve as the Board of Trustees (BoT) liaison in matters pertaining to safety, security, maintenance, and repairs of the church’s building and grounds and provide monthly reports of such.
2. Oversee and evaluate contracted cleaning, pest control, security and lawn services.
3. Ensure that BoT and committee efforts support and advances the church’s vision, mission, and values.

Annually:

1. Attend the annual BoT retreat, including when an outgoing member of the BoT.
2. Submit an annual report to the BoT regarding the past year’s activities, projects, improvements and costs as well as short term and long-term projects yet needed.

When needed:

1. Organize a committee to direct, organize and coordinate teams of volunteers to maintain, secure, clean, and maintain a safe environment for the church buildings and grounds and to develop policies and budgets as required.
2. Deal with insurance claims in conjunction with the Past-president.
3. Provide for monitoring and regular inspection of the building and grounds, supplies, and maintaining a list of work and repair projects.
4. Consult and call upon professional contractors for church projects when the need arises.
5. Develop policies with task force or committees regarding building usage, fees, rules, etc. as needed or requested by the BoT.
6. Provide estimates of costs for planned capital projects and repairs that the BoT may take into account for budgetary planning.
7. Participate in inclement weather decision-making (see Board Policy #39: Inclement Weather Policy for Church Service that was approved January 21, 2015)
8. Mentor your replacement.

**Term:** Two Years

**Time required:** 6-8 hours per week

July 2015

Amended and approved August 17, 2022

**(Facilities continued)**

**Qualifications and Special Skills:**

1. Be a member of HVUUC.
2. Good planning, delegating and organizing skills
3. Good communication and human relation skills
4. Commitment to safety, security, and maintenance of church property
5. Ability to motivate people and coordinate work
6. Ability to keep records of work done and yet needed

July 2015

Amended and approved August 17, 2022

# Position: Stewardship Trustee

**Duties:** To manage and oversee the financial well being of the church and assist the Board of Trustees (BoT) and Congregation on current and long term aspects of church financial fiscal policy.

**Job Description**

Monthly:

* 1. Chairs the Finance Committee and is a board liaison to the Endowment Committee
  2. Reviews on a monthly basis the financial statements of the church with the Treasurer
  3. Submit a monthly report to BoT.
  4. Ensure that BoT and committee efforts support and advances the church’s vision, mission, and values.

Annually:

1. Recruits, trains, and supports committee and team members for annual auction, canvass drive, special fund raising, and similar activities.
2. Works with the board to establish a budget for the upcoming year by
   1. Soliciting budget requirements from trustees for the committees they oversee
   2. Projects annual income
   3. Prepares proposed budget for the board
   4. Presents budget that is board approved to the congregation
3. Conducts an annual every-member canvass for pledges to support the upcoming fiscal budget
4. Collects pledges from members
5. Conducts one large fund raiser for non-budgeted “growth” needs of the church
6. Attend the annual BoT retreat, including when an outgoing member of the BoT.
7. Submit an annual report to BoT.
8. Conduct annual audit of budget once each fiscal year with the Treasurer.

When needed:

1. Coordinates special fund-raising projects among church committees and groups.
2. Provides a Planned Giving Program for the church’s Endowment Fund
3. Mentor your replacement.

**Term:** 2 years (normally elected in odd numbered years)

**Time required:** 3-4 hours per week (7-10 hours per week during auction and canvassing drive)

**(Stewardship continued)**

**Qualifications and Special Skills**

1. Be a member of HVUUC.
2. Must be trustworthy in handling confidential membership information
3. Organized to acquire information and give reports on a critical timeline
4. Experience at shaping, explaining, and getting support for a proposed budget.
5. Previous experience on a church committee

July 2015

Reapproved January 2023

Amended April 2023

# Position: Programs Trustee

**Duties:** To serve as Board of Trustee (BoT) liaison and resource for three committees of the church: Religious Education Committee, Religious Services Committee, and Music Committee, as well as oversite of the Welcoming Congregation Program.

**Job Description**

Monthly:

1. Act as BoT liaison to the above committees with monthly reports of achievements, needs, and concerns.
2. Monitor the above committees to assure they are effectively functioning and makes appropriate recommendations to the BoT if they are not.
3. Monitor the needs of these three committees and coordinates efforts to see that goals, policies, and annual reports and budget requests are developed by them.
4. Ensure that BoT and committee efforts support and advances the church’s vision, mission, and values

Annually:

1. Gather budget requests from these committees for the upcoming budget year.
2. Attend the annual BoT retreat, including when an outgoing member of the BoT.
3. Submit an annual report of significant points and developments from the previous year as well as possible direction and further work needed for the coming year to the BoT.

When needed:

1. Meet with each of the above committee’s chairperson quarterly to review needs, concerns, and increase communication between committees.
2. Help recruit chairs and members for these committees
3. Mentor your replacement.

**Term:** Two years

**Time required:** 3-4 hours per week

**Qualifications and Special Skills:**

1. Be a member of HVUUC.
2. Communication skills to gather information and make reports
3. Planning and organizing skills to help committees
4. Commitment to regularly communicate with committee chairs
5. Strategic planning and evaluation skills to help with church programs
6. Previous experience on a church committee

July 2015

Amended and approved January 2023

Amended April 2023

# Position: Membership Trustee

**Duties:** To serve as Board of Trustees (BoT) liaison, monitor, and coordinator for committees and teams related to membership, membership development and fellowship.

**Job Description**

Monthly:

1. Act as a liaison for communication between the above committees and teams and the BoT.
2. Monitor needs of above committees and teams and makes appropriate recommendations to the BoT.
3. Ensure that the above committees are actively and effectively functioning.
4. Provide proactive leadership in welcoming visitors, nurturing new members, and serving the needs of all.
5. Submit a monthly report to the BoT.
6. Ensure that BoT and committee efforts support and advances the church’s vision, mission, and values.

Annually:

1. Attend the annual BoT retreat, including when an outgoing member of the BoT.
2. Submit an annual report including statistics on membership, Sunday attendance, etc.
3. Coordinate the development and submission of budgets for the above committees.
4. Responsible for determining the Active Membership Count for submission to the UUA and keeping the Membership Book up-to-date and accurate

When needed:

1. Help recruit chairs and committee members for all membership related committees, teams, and task forces. Currently these include:
   1. Membership Administration
   2. Membership Development
   3. Caring Team
   4. Fellowship Team
      1. Sunday Fellowship
      2. Wednesday Night Dinners
      3. Circle Suppers
   5. Greeters
2. Help implement strategic planning for groups under the Trustee’s responsibility
3. Mentor your replacement.

**Term:** Two years

**Time required:** 2 to 4 hours per week

**(Membership continued)**

**Qualifications and Special Skills:**

1. Be a member of HVUUC.
2. Previous experience on a church committee
3. Good communication and human relation skills
4. Good organization and planning skills
5. Commitment to improving fellowship opportunities

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Amended April 2023