

## IX. BOARD COMMITTEES

- A. Board committee members shall have three year, indefinitely renewable, terms, unless otherwise specified by the Board. The Board is the only entity that is permitted to elect, re-elect or remove Board committee members.
- B. Every Board committee shall have a designated chair, elected or re-elected by the members of that committee. Chair terms are one-year and are indefinitely renewable.
- C. Every Board committee shall take minutes of their meetings that include all decisions made, recorded according to the specifications of the Board Secretary, and made available to the Board.
- D. A decision by the Board is required to remove a Board committee member prior to the completion of their current term. This committee member will receive written notice and have the opportunity to speak to the Board prior to the Board's vote on the matter.
- E. Ad-hoc committees of the Board are time-limited. Duration, membership, leadership, and responsibilities of such committees shall be decided by the Board when they are formed.
- F. Board committees are permitted to request a budget or access Board funds by approval of the Board. Board committees must follow the Financial Oversight Committee's payment approval process when expending any such funds.
- G. The Board Officers Committee
  - 1. Shall plan Board meetings, including setting the agenda
  - 2. Shall nominate candidates for Board committees as needed
  - 3. Shall, from time-to-time, discuss emergent topics and develop proposals for the Board to consider
  - 4. Provide support to and be a sounding board for the Senior Minister
  - 5. Decide to delegate issues or tasks to the Operations Team as consistent with Board Policies and Procedures
- H. The Senior Minister Evaluation Committee
  - 1. Three or more Board Members shall make up the Board's Senior Minister Evaluation Committee and shall be elected every July by the Board. Other Congregants are permitted to join this Committee as well by invitation of the Board.
  - 2. Relevant skills for Committee members include confidentiality, interpersonal skills, ability to give constructive feedback on performance.
  - 3. The Committee will select its own roles, and will design the evaluation process in collaboration with the Senior Minister, should the Senior Minister so choose.

4. The Senior Minister's work will be evaluated by the Senior Minister Evaluation Committee at least bi-annually.
5. The evaluation results will be shared only with the Board, and shall be shared, distributed and recorded in a confidential manner.
6. On evaluation years, the Senior Minister Evaluation Committee shall prepare, implement, and share with the Board, within the same fiscal year, individual professional development plans that respond to issues raised in the evaluation.
7. The Senior Minister Evaluation Committee will also be responsible for reviewing and recommending to the Board adjustments in the Senior Minister's contract and job description at least bi-annually.
8. The Senior Minister Evaluation Committee shall review the Senior Minister's salary and benefits annually and make recommendations to the Board for adjustments based on cost of living changes, UUA recommendations, and merit, as allowed within budget constraints.