

#### IV. BOARD REPORTING: EVALUATION, OVERSIGHT & MONITORING OF ACTIVITIES, PROGRAMS & POSITIONS

- A. Teams, committees, councils and individuals shall report to the Board according to the chart on the following page.
- B. Reports shall be submitted in writing eight days prior to the Board meeting and shall include
  - 1. A description of the responsibilities and specific goals of the group (a committee or team charter, for example)
  - 2. Current activities and successes related to the Mission and Goals
  - 3. Challenges or difficulties faced related to the Mission and Goals
  - 4. Resources or other assistance requested of the Board
  - 5. Any other topics to share or discuss with the Board
- C. A representative of the reporting group shall attend the relevant Board meeting to discuss issues and ask/answer questions.
- D. Information of a confidential nature shall be identified as such and shared in a separate, appropriate manner with the Board Secretary. Representatives who are sharing confidential or personnel information with the Board shall do so during an Executive Session of the Board, rather than during an open Board meeting.

MONTH	OPERATIONS TEAM COUNCILS	FINANCIAL	HUMAN RESOURCES	OTHER
Every Month				*Minister's Report & general Operations Team Report. *Urgent or time sensitive reports from Board Committees as needed. *Ad Hoc Committees report as needed.
July	CBB I	Treasurer: Q&A only		
August		Treasurer: Full end-of-year report, Board training, Plan audit		
September	ADMIN I	Treasurer: Q&A only	Full report	Minister Evaluation: Plan
October	MINISTRY I	Treasurer: Q&A only		
November	G & L I	Treasurer: Full report Stewardship: Canvass, Fundraising, Plan canvass feedback Budget: Initial discussion		
December		Treasurer: Q&A only Budget: Input process planning	Full report	
January	CWB I & DENOM. AFFAIRS	Treasurer: Q&A Budget: Goals decisions		Nominating
February	CBB II	Treasurer: Full report, Audit results Budget: Review rough cut, Input report Stewardship:		Minister Evaluation: Report & follow up plan
March	ADMIN II	Treasurer: Q&A Budget: Review draft Stewardship: Canvass, Congregational feedback	Full report	Nominating
April-special meeting	DENOM. AFFAIRS	Treasurer: Q&A Budget: Review final draft		
April	MINISTRY II	Treasurer: Full report Budget: Final approval		
May	G&L. II	Treasurer: Q&A only		
June	CWB II	Treasurer: Full report	Full report	