

## VIII. BOARD ROLES

### A. The President

1. Sets the agendas for and presides over Congregational meetings
2. Serves on the Board Officer Committee, assisting the Vice-President in setting Board meeting agendas and assuring that topics discussed are within the Board's scope
3. Ensures the integrity of the Board's process and behavior consistent with its own Policies and Procedures
4. Is the only individual, aside from the Senior Minister, authorized to speak for the Board or make decisions on behalf of the Board or direct the work of others on behalf of the Board
5. Updates the President job description and provides training for the next incoming President, if requested

### B. The Vice President & Moderator

1. Leads the Board Officer Committee as it plans Board meeting agendas
2. Chairs Board meetings, assuring the integrity, consistency, fairness, clarity and efficiency of the Board's operational process
3. Does not have the authority to direct the work of others or interpret Board Policy on behalf of the Board, except through Board decision
4. Sends the Board the Board meeting agenda and any required reading materials at least one day in advance of the Board meeting
5. Updates the Vice-President job description and provides training for the next incoming Vice-President
6. Takes on full duties of the Board President when the President is incapable of or unacceptably unavailable to perform their duties. The Vice-President and Senior Minister must first jointly agree that the President is either incapable of or unacceptably unavailable to perform their duties. Confirmation of this decision is required by the full Board at its next meeting

### C. The Secretary

1. Records and ensures proper storage, according to current best practices, of minutes and records of regular Board meetings, special proceedings and meetings of the Board, and Congregational meetings. Such records shall be fully accessible by the

Board.

2. Publishes minutes and records of regular Board meetings, special proceedings and meetings of the Board, and Congregational meetings, such that they are made accessible to members of the Congregation. Financial statements and reports, as well as minutes and documents that refer to confidential or personnel matters shall not be published in this manner.
3. Re-records and re-publishes such documents when they are modified
4. For Congregational meetings, the Secretary shall also oversee the creation and delivery of proper notice, ensure that a complete list of voting membership is provided at the meeting, ensure verification of a quorum, oversee vote tallies of any ballots to ensure integrity of the process, and record these tallies
5. Files grievance reports
6. Revises Board Policies and Procedures, according to Board decisions
7. Ensures proper publication, distribution, recording/storage of, and access to, Board Policies & Procedures and Congregational Bylaws
8. Ensures that confidential documents are handled, recorded and stored in a confidential matter
9. Updates the Secretary job description and provides training for the next incoming Secretary
10. May or may not be an elected Member of the Board, and shall only have a vote on the Board accordingly
11. Collects and distributes the Board's mail
12. Serves on the Board Officer Committee, if elected as a Member of the Board
13. Ensures that all Board and Congregational meeting documents follow documentation naming protocols including
  - a. Titling, dating, formatting, saving and recording using consistent conventions
  - b. Referencing description of the role or group that oversees the content of the document
14. Tracks and initiates Board review requirements that happen periodically, such as semi-permanent exterior displays and review of the Mission and Bylaws
15. Keeps a record of the names of all Operation Team members and Board committee

members and term lengths

16. Keeps records of the Board Officer and Treasurer job descriptions

D. The Treasurer

1. Shall be elected or re-elected annually by the Board
2. In addition to the duties enumerated in the Bylaws and Board Policies, the Treasurer shall
  - a. Inform the Board in a timely manner of any projected material deviation from the current approved budget and any significant financial or operational issues
  - b. Ensure financial reports use up-to-date financial data
  - c. Perform or oversee performance of financial audits per the specifications of the Bylaws, working with the Audit Committee
  - d. Recommend as needed an Assistant Treasurer to the Board for approval. The Assistant Treasurer's role includes approving checks
  - e. Serve as an ex-officio, non-voting Member of the Board unless elected as a Board Member
  - f. Provide training for the next incoming Treasurer