

V. BOARD TASK CALENDAR

The Board shall include tasks on its agenda according to the following calendar

Monthly

- Reporting Schedule Reports
- Goals & Mission: Planning or Review

July

- Elect: Officers, Grievance Committee, Treasurer, Senior Minister Evaluation Committee, Human Resource Committee Representative, Operations Team Representative, Vacant Positions on Ad-Hoc and Board Committees
- Training Plans: Board Training(s), Board Retreat, Officer & Treasurer Role Training
- Set Regular Board Meeting Calendar (attend to holidays, added April budget meeting) and plan public posting of the meeting schedule
- Authorize signers for all accounts, checks, and documents. Remove previously authorized signers
- Officers set their regular meeting schedule
- Schedule facility orientation and door code assignment for new Board Member
- Determine one day per week that the Minister will be free from all congregational responsibilities, and one additional day per week devoted only to study and writing, except in case of emergencies. The Board shall ensure these dates are shared with the staff and volunteer leadership as well as with the wider congregation.

August

September

- Plan Board or Congregational Training from external sources, as desired
- The Senior Ministerial Review Committee shall review the Senior Minister's salary, housing and benefits vis a vis UUA recommendations and make a recommendation for any changes to the Board for consideration at its January Board meeting. This Committee shall also consider increasing in the amount of vacation time offered to the Senior Minister every five years, beginning in 2020, and present such recommendations to the Board at its January meeting.

October

November

- Initial budget conversation: key items to add or cut
- Fundraising plans, including possible Board fundraiser

December

- Three Year Reviews that are due: Bylaws, Board Policies & Procedures, Partnerships, Personnel Policies, Mission Statement, Board Covenant, Volunteer Operation Team Job Description, Operations Team Policy & Procedures review

January

- PNWD Delegates & Scholarships
- Refine budget goals and deliver to Stewardship
- Set date for Congregational Meeting
- The Board shall consider adoption of the salary, housing, benefit and vacation recommendations of the Senior Ministerial Review Committee

February

- Consider first budget draft with current budget comparison and questions to discuss
- Canvass & fundraising plans refinement

March

- Plan Paddle Call
- Invite prospective Board Members to attend April, May & June meetings
- Canvass update & feedback

April

- GA Delegates and scholarships
- Plan Congregational Meeting content (including annual report), notice, roles, logistics
- Invite Prospective Officers to May & June Officers meetings
- Finalize budget

May

- Conditionally approve Congregational Meeting Minutes
- Debrief Congregational Meeting

June

- Arrange logistics for new Board Members (photos, contact details, board@ list, website, etc.)
- Annual evaluation of all Board committees, Operations Team, Treasurer/Audit, Ad-Hoc committees and self-evaluation of Board; create follow up plans to address issues
- Senior Minister report on principal staff evaluations

The Senior Minister shall recommend, and the Board shall designate, a portion of the Senior Minister's salary as a Housing Allowance for the following fiscal year.