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# Allegheny UNITARIAN UNIVERSALIST CHURCH

## DESCRIPTION OF ROLES AND RESPONSIBILITIES FOR THE BOARD OF TRUSTEES

Updated January 2016

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At Allegheny Unitarian Universalist Church (Allegheny), members of the Board of Trustees are elected and appointed officials empowered to act for the congregation between the congregation's regular meetings. The Board of Trustees is an instrumentality of the congregation's full assembly; to which it is subordinate. The Board directs and administers the programs and business affairs of the Church, and has general charge of its property.

This document gives descriptions of the roles and responsibilities for each position on the Allegheny Board of Trustees.

Descriptions of each position reflect the Allegheny By-Laws as amended by the congregation on 18 May 2014.

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## Board Member: Qualifications and Expectations

**Board Members** shall exhibit the following qualifications and agree to the following expectations.

1. Qualifications and selection criteria:
  - A. Must be a member in good standing of Allegheny Unitarian Universalist Church (By-Laws, Article V, §3).
  - B. Must have demonstrated a commitment to Allegheny through attendance at congregational meetings and religious services.
  - C. Must have made a contribution of time in service to the Church within the past two years, and actively served on a committee, ministry or task group at Allegheny.
  - D. Has the ability and desire to commit 5 to 10 hours per month in Board-related activities (and more if needed).
  - E. Is willing to grow personally and within the Allegheny faith community.
2. Expectations of Board members:
  - A. Commit to a 2-year term and 5 to 10 hours per month in Board-related activities – or more if required, in accordance with the various descriptions of Board positions.
  - B. Become familiar with governance documents.
  - C. Be a leader in financial stewardship by making and fulfilling a pledge each year with the goal of reaching a Fair Share pledge level.
  - D. Demonstrate an open mind toward others' ideas and proposals.
  - E. Be willing to promote congregational life.
  - F. Maintain a focus as regards to congregational life, activities and programs.
  - G. Be willing to work through conflict in a way that embodies the Allegheny Covenant of Right Relations.
  - H. Maintain communication and cooperation with fellow Board members.

## Trustee

The By-Laws describe the position as follows in Article VI: BOARD OF TRUSTEES:

The Board of Trustees shall consist of seven (7) **Trustees** and such ex officio members as are provided for in these Bylaws.

Trustees shall be elected to serve for a term of two (2) years, or until their successors are elected and qualified. Terms of office for Trustees shall begin at the first regular Board meeting following the Church's Annual Meeting.

The beginning of terms of office for the Trustees shall alternate, with terms for three (3) Trustees beginning in one year and terms for four (4) Trustees beginning in the following year.

Trustees may serve for up to two (2) full, consecutive terms.

The Board shall hold at least ten monthly meetings during the Church year.

In addition to the formal duties described in the By-Laws, the Trustees also:

- A. Participate in all regular and special meetings that conduct the business of the Board as they are determined by the President and the Executive Committee;
- B. Carry out other duties as determined by the President to support the goals established by the Board as a whole.
- C. The Committee on Ministry, with staggered terms, will be appointed by the Board from a slate jointly decided upon by the Minister and the President (*The Ministerial Letter of Agreement* paragraph 2.8.2).

## President

The By-Laws describe the position as follows in Article VII: OFFICERS:

The **President** shall be President of the Church and Chairperson of the Board of Trustees.

The President shall preside at meetings of the Church and of the Board, but shall not vote at these meetings except to break a tie.

The President shall exercise the powers and perform the duties normally pertaining to the office of the President of a church unless otherwise specified.

The President shall sign agreements and formal instructions, except those pertaining to the office of Treasurer.

The President is an ex officio, non-voting member of all committees, except the Nominating Committee.

In addition to the formal duties described in the By-Laws, the President also:

- A. Serves as a member of the Executive Committee;
- B. Leads the Board in setting the goals and priorities of the Board for each Church year;
- C. Sets the agenda and leads the Board in an annual retreat;
- D. Is the official spokesperson of Allegheny except where that role is more appropriate for the Minister to fill;
- E. Communicates on a regular basis with other members of the Executive Committee and the Board;
- F. Encourages, promotes, and when necessary, coordinates the activities of the Board and the various Board Committees to fulfill the goals set at the year's outset;
- G. Provides leadership and input into the Agenda for each meeting of the Board and the Executive Committee;
- H. Takes on other leadership roles as dictated by the goals and By-laws of Allegheny and its Committees;
- I. Is active on behalf of the church at cluster, regional and denominational meetings.
- J. The Minister and the President jointly submits name(s) of candidates for appointment to the Committee on Ministry. (The *Ministerial Letter of Agreement* paragraph 2.8.2).

The President preferably has successfully demonstrated leadership skills at Allegheny or a volunteer or employment setting.

## Vice President

The By-Laws describe the position as follows in Article VII: OFFICERS:

The **Vice President** shall be Vice President of the Church and Vice Chairperson of the Board of Trustees.

The Vice President shall perform the duties and exercise the powers of the President in the President's absence.

In addition to the formal duties described in the By-Laws, the Vice-President also:

- A. Is a voting member of the Board of Trustees;
- B. Serves as a member of the Executive Committee;
- C. Disseminates the agenda for all Board and Executive Committee meetings, prepared under direction of the President and the Executive Committee;
- D. Has primary responsibility for the Leadership Council which includes convening and leading Council meetings at regular agreed-upon intervals, and preparing and disseminating the agenda which is created under the direction of the Executive Committee;
- E. Performs other duties that might be needed to support the President, as agreed upon by both the President and the Vice President;

The Vice-President preferably has demonstrated leadership skills in a volunteer or employment setting, or is willing to become skilled in a leadership role.

## Clerk of the Church

The By-Laws describe the position as follows in Article VII: OFFICERS:

The **Clerk of the Church** shall be the secretary of the Church and of the Board of Trustees.

The Clerk shall act as secretary, or arrange for secretarial services, at all meetings of the Board and the congregation and shall, subject to the direction of the Board, exercise the powers and perform the duties normally pertaining to the office of Clerk of a Church.

The clerk shall keep a correct and faithful record of the transactions of the meetings of the Board, keep a record of all annual and special meetings of the congregation, and maintain the membership roster and all papers and documents belonging to the Church.

The Clerk, when not serving a term as a voting member of the Board, shall be an ex officio, non-voting Board member.

In addition to the formal duties described in the By-Laws, the Clerk also:

- A. Is a voting member of the Board if a regularly elected/appointed member;
- B. Is a member of the Executive Committee;
- C. Prepares required reporting documents and disseminates them to the Unitarian Universalist Association and other denominational bodies by the appointed deadline.

## Treasurer

The By-Laws describe the position as follows in Article VII: OFFICERS:

The **Treasurer** shall, subject to the direction of the Board, exercise the powers and perform the duties normally pertaining to the office of the treasurer of a church.

The Board shall select one or more depositories in which the Treasurer shall immediately deposit all funds belonging to the Church.

The Treasurer shall hold in custody all funds of the Church, keep a record of all receipts and disbursements, and pay such bills as may be approved by the Board. This shall not be so construed as to prevent the payment of such bills by the Treasurer as those necessitating immediate payment or those allowing a discount for payment by a given date.

The Treasurer shall present a financial statement at each regular meeting of the Board and at each annual meeting of the congregation. A financial statement shall also be presented at special meetings when requested by the Board.

The Treasurer, when not serving a term as a voting member of the Board, shall be an ex officio, non-voting Board member.

In addition to the formal duties described in the By-Laws, the Treasurer also:

- A. Is a voting member of the Board if regularly elected/appointed;
- B. Is a member of the Executive Committee;
- C. Consults with the Finance Committee on the operations of the Church finances.