



## Board Governance

02/19/2023

### **Role of the Board of Trustees<sup>1</sup>**

The Board of Trustees main role is strategic. The board partners with the Minister and staff and provides operational leadership holding the leaders of the congregation, including board members, accountable for their performance.

### **Board Officers**

The Board President prepares the Board's agenda, facilitates board meetings, and works with the Minister for a productive partnership between the Board and staff.

The President-elect assists the Board President as requested and focuses on orientation to the president's role and working in partnership with the Board President.

The Secretary ensures the accuracy of Board records including the minutes. In cooperation with staff, the Secretary ensures that the board minutes and policies are posted on the UUCG website.

The Treasurer supports fulfillment of the Board's financial oversight responsibilities by working with the staff to ensure that appropriate financial reports are available to the Board for the Board's meetings. The Treasurer is the chair of the Finance team and is responsible for ensuring an annual financial audit or review takes place. and plays no direct role in financial management.

### **Expectations of Board Members**

#### **Board Covenant**

We, the members of the Board of Trustees, enter this covenant of mutual expectations for Board service. The board covenant will be read at the beginning of each board meeting.

New members of the Board will be asked to join in these commitments, and the Board will review and update this covenant each year at the first meeting of the Board.

**Prepare for Board meetings.** We will read the Board packet before each meeting and accept responsibility to find and provide information necessary for the Board to make well-informed decisions,

<sup>1</sup>Dan Hotchkiss, 2016, *Governance and Ministry: Rethinking Board Leadership*, Lanham: Rowan & Littlefield, 2016 2d. ed.



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**Attend Board meetings.** When possible, we will attend all duly called Board meetings. If we are unable to attend, we will notify the Board President. If we do not expect to attend Board meetings consistently, we will resign from the Board.

**Participate** in Board meetings by listening to others. We will feel free to express concerns and ask questions when we do not understand. We will speak frankly in Board meetings and vote according to our understanding of the UUCG mission.

**Share in the work of the Board.** We will respond to emails and other communications in a timely manner. We will accept assignments and other tasks and complete them as agreed. Each Board member is equally responsible for speaking up to ensure compliance with the bylaws, ethical values, and this covenant.

**Engage** in the work of the Board by volunteering for Board tasks as needed such as:

- Sunday collection: as defined in the Policies and Procedures Manual, a Board member will count the Sunday offering with another member of the congregation and place the collection in an envelope in a safe location.
- Offering the Welcome when asked by the Worship committee.
- Write newsletter articles as needed and requested.

**Treat one another with respect and courtesy.** When we have disagreements or conflicts, we will address them with the persons concerned, only seeking assistance from others to maintain a positive working atmosphere on the board.

**Communicate and listen to the congregation.** Share information with the congregation in a judicious and transparent way while listening intentionally to the individuals in the full congregation to represent them well in decisions and in board meetings.

<sup>1</sup>Dan Hotchkiss, 2016, *Governance and Ministry: Rethinking Board Leadership*, Lanham: Rowan & Littlefield, 2016 2d. ed.