

UUFSD Policy and Procedure Document**Policy ID: 111****Title: Board Member Responsibilities**

Date Approved: October 30 , 2019 by the Board of Directors

Purpose

To specify the duties of the members of the Board of Directors.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VI states the following:

SECTION 1: COMPOSITION AND FUNCTION

The Board of Directors of the Fellowship shall consist of seven Directors. The Board shall have the authority to do all things necessary to conduct the business of the Fellowship. A copy of all board meeting minutes shall be posted in a public place and kept on file in the office.

SECTION 2: ELIGIBILITY

A Voting Member of the Fellowship shall be eligible to serve on the Board of Directors only if such person has been a Voting Member for at least six months preceding election or appointment.

SECTION 3: ELECTION AND TERM OF OFFICE

At the Annual Meeting, Directors shall be elected for a three-year term to replace those who have completed their terms. Upon completing a three-year term, a person shall be eligible to be elected again only after a minimum of one year has elapsed. The terms of Directors shall commence on the first day of July following the Annual Meeting.

A person appointed to fill a vacancy shall serve until the next Annual Meeting at which time elections shall be held to fulfill the remainder of the term. A Director who has served less than a full three-year term shall be eligible to be elected to a three-year term without a one-year break.

SECTION 4: VACANCIES

If at any time a vacancy occurs on the Board of Directors, the remaining Directors shall appoint a Voting Member of the Fellowship to fill the vacancy within two months. The appointed Board Member shall serve until the next Annual Meeting,

at which time the Voting Members shall elect a Director for the remainder of the term of the vacant office. The Voting Membership shall be notified in writing of such a vacancy prior to board appointment.

SECTION 5: QUORUM

Four Directors shall constitute a quorum.

SECTION 6: ATTENDANCE AT BOARD MEETINGS

Board Members are expected to attend all regular monthly meetings. Any member of the Board of Directors of the Fellowship who has been absent from three consecutive regular meetings of the Board forfeits membership on the Board unless excused by the Board.

SECTION 7: ANNOUNCEMENT OF MEETINGS

The time and place of Board Meetings shall be published on our website, in the newsletter and in the Order of Service. With the exception of specifically designated executive sessions, all Board Meetings shall be open to members of the Fellowship and other interested persons.

SECTION 8: POLICIES AND PROCEDURES DOCUMENT

The Policies and Procedures document is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities.

Policies and Procedures shall be kept by the Corporate Secretary or designee and shall be reviewed and updated by the Board of Directors at least every three years.

Procedure

The responsibilities of the members of the Board of Directors are as follows:

1. Work with the other Board Members, the Minister, Treasurer, Director of Religious Education, Congregational Administer, and other congregational leadership to create a beloved community guided by love and sustained by respectful relationships
2. Recognize that all powers of the Board are subordinate to the will of the congregation and the Bylaws of the Fellowship
3. Take a leadership role in the Fellowship by action and example to promote, monitor and achieve the Fellowship's short- and long-term objectives and goals
4. Participate with the other Board members in the oversight and approval of expenditures of annual operating budget funds and other special funds and for the protection of investments, endowments, and Fellowship property

5. Participate in the establishment and continuing review of Fellowship policies and operating procedures
6. Serve as a liaison to at least one committee and provides committee reports to the Board
7. Take a turn being at the welcome table on Sundays
8. Take a turn bringing opening words for monthly Board meetings
- 9.

Time commitment is estimated to be as follows:

1. Board Meetings: 2.5 hours each month
2. Board Retreat: 8 hours once per year
3. Committee Liaison: 1-2 hours each month
4. Congregational Meetings: 1 hour twice per year
5. Welcome Table: 1 hour twice per year
6. Communications via email, phone and text: time varies

Voting on Board matters may occur by email for time sensitive matters, or if there is unanimous agreement. Any voting that occurs outside of the usual meeting time will be recorded in the next meeting minutes.