

UUFSD Policy and Procedure Document**Policy ID: 110****Title: Officers' Responsibilities**

Date Approved: July 12, 2010 by the Board of Directors

Revised and Approved June 15, 2022 by the Board of Directors

Purpose

To specify the duties of the officers of the Fellowship.

Policy

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

SECTION 1: OFFICERS

The Officers of the Fellowship shall be a President, who shall also serve as Chair of the Board, and a Vice President, who shall be members of the Board; and a Corporate Secretary and a Treasurer, who may or may not be members of the Board.

SECTION 2: ELECTION OF PRESIDENT AND VICE PRESIDENT

At the Annual Meeting, after the Board of Directors is elected, the President and Vice President of the Fellowship shall be elected by the Voting Members from among the members of the Board. No member shall be elected or eligible for election who has not given his/her consent. The President and Vice President shall each be elected for one year. The President of the Fellowship may not serve for more than two consecutive years.

SECTION 3: VACANCIES

If the office of President becomes vacant, the Vice President shall serve as President until the next regular Congregational Meeting, at which time the Voting Members shall elect a President from among the members of the Board, who shall serve until the next Annual Meeting.

If the President is absent or unable to carry out the duties of the office, the Vice President shall serve as President.

If the office of Vice President becomes vacant, the Board of Directors shall elect a Vice President, after consultation with the Nominations Committee. This person shall serve until the next Annual Meeting.

SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER

At its first Board Meeting following **July 1st**, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Procedure

Responsibilities of the **Corporate President** are as follows:

- Convene and conduct meetings of the Board of Directors.
- Ensure that sufficient notice of the Board meetings is given to the Congregation, as specified in Article VI, Section 7 of the Fellowship Bylaws.
- Convene and conduct Congregational meetings. Ensure that sufficient notice of the Congregational meetings is given to the Congregation, as specified in Article V, Section 3 of the Fellowship Bylaws.
- Sign contracts on behalf of the Fellowship.
- Represent the Board and Congregation when needed
- Meet with the Minister monthly.

Responsibilities of the **Corporate Vice President** are as follows:

- Assume the responsibilities of President when requested by the President or if the President is unable to carry out the responsibilities specified in this document.

Responsibilities of the **Corporate Secretary** are as follows:

- Verify that a quorum is present for Board meetings and Congregational meetings.
- Request committee and staff monthly reports from Board liaisons the week prior to monthly meetings and assure that all reports are in "Committee and Staff Reports" file on the Board Google Drive three days prior to the monthly Board meeting.
- Record the minutes of all meetings of the Board of Directors (**see template**) and annual Congregational meetings. If unable to attend a particular meeting, arrange for someone to take the minutes and advise the Board President accordingly.
 - a. List names and titles of all attendees in the Board meeting minutes.
 - b. Extract and communicate key information from lengthy conversations and keep confidentiality of members within the minutes.
- Distribute the Board Minutes to the full Board of Directors for review within 48 hours of the meetings, but no later than 7 days after the meeting. These Minutes shall include:
 - a. A summary of any decisions made via google poll
 - b. A list of all Appendices to be added to the Official Record which would include Committee, Staff, & Treasury reports, New or revised and approved Policies and Procedures, Other relevant and approved documents

- Once the Board has approved the minutes, including appendices, the document is created as a PDF titled “**Board Meeting Minutes, year/month/day Official Record**” and distributed accordingly:
 - In the Board Folder for that **Board Meeting Minutes year/month/day**
 - UUFSD Webmaster to include on the UUFSD website (webmaster@uufsd.org)
 - UUFSD Archive folder on Board Google Drive (archive@uufsd.org)
 - A copy put in the Board folder titled “Approved Final Board Meeting pdfs”
- Executive Sessions notes are confidential and often contain sensitive information so that they are not to be included in the Board Meeting Minutes. These are placed in a separate folder on the Board’s Google Drive under **Executive Sessions** and not distributed elsewhere.
- The Secretary is to be the Board’s liaison to the Policies and Procedures Committee
- The Secretary assures that all Policies and Procedures are updated or revised as needed in a timely manner.

The responsibilities of the **Treasurer** are as follows:

- As chief financial officer, the treasurer safeguards the congregation’s funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to Fellowship officers and leaders. (Refer to Treasurer’s Responsibilities policy 115 for specific duties.)