

DATE ADOPTED BY THE BOARD: 11.12.2012

POLICY SET: Governance

POLICY NUMBER: I.C.1

POLICY NAME: Job Description

POLICY PURPOSE: Delineate the responsibilities of the Board.

REFERENCES:

Bylaws
Covenant
Philosophy on Governance
UU Principles
UUCQC Policy Manual

I. C.1. Job Description.

A. Sources

1. Bylaws Article VI - Board of Trustees
 - a. Describes the make up of the Board, terms, elections, vacancies, meetings, quorum, record keeping and removal/resignation from the Board.
2. Bylaws Article VII - Officers
 - a. Identifies Board Officers and describes general duties that are inherent to each specific Board Officer.
 - b. Describes more specific Board Officers' responsibilities, including but not limited to membership record keeping and financial responsibilities of the Treasurer.
3. Bylaws Article XI - Operational Limitations
 - a. The Board shall ensure that the Congregation operates exclusively for those purposes allowed to an exempt organization under Section 501(c)(3) of the Internal Revenue Code as outlined in the Bylaws Article XI.
4. Philosophy of Governance – Policy **I.A**
 - a. Broadly describes how the Board governs.
5. Board Covenant – (Policy **1.B**)
 - a. Describes how the members of the Board of Trustees meet together to accomplish the work of the Board.
6. UU Principles
 - a. The Board and its individual Trustees shall commit to prudent, ethical, and lawful conduct that is consistent with Unitarian Universalist Principles.
7. UUCQC Board Policy Manual

a. The Board and its individual Trustees shall adhere to the policies in the Board Policy Manual. In emergency situations that might be inconsistent with or not addressed by current policies, the Board will follow Article VII. Section 10 of the Bylaws.

B. Additional Responsibilities of the Board.

1. The Board shall, in collaboration with the Ministry Team, create and communicate the Church's Annual Vision of Ministry.
2. The Board shall continuously monitor the Church's financial condition and intervene as necessary to assure that the Church is solvent and that its assets are protected.
 - a. Financial policies will be found under Strategy, Management and Oversight Policy Sets.
 - b. Policies shall be written to include but not be limited to financial reporting, auditing process, budget processes, financial controls, capital reserves, and endowment.
3. The Board shall commit to providing competent governance through ongoing Board development, including orientation of new Board members to the Board's Governance processes and periodic Board discussion of process improvement.
4. The Board shall communicate with the Congregation in a timely, open and transparent manner.