

Board Member Procedures

Section 1. Duties of the Secretary

A. New Member Procedure

1. Collect the new member cards from the Board Secretary box before the monthly Board of Trustees meeting.
2. Present the cards at the meeting.
3. Make a copy of each card for the Connections Council and the Board President.
4. Write the date of welcome on each card and place them in the Office Administrator's box.
5. Attach a copy of each card to the minutes.

B. Minutes Procedure

1. Record the minutes of each monthly meeting and congregational meeting.
2. Submit the minutes to the Board President for approval.
3. After the President has approved the minutes, make a copy for each member of the Board.
4. After the minutes are adopted at the next monthly meeting, make a copy of the minutes and all attachments (Treasurer's report, Senior Minister's report, new member cards) for each committee chair (the Program Council and the Board Committees).
5. Give one paper copy of the minutes to the Office Administrator and also email a copy.
6. Post a copy of the minutes on the Board Bulletin Board.
7. Comments on items attached as appendices to minutes will be scanned at the close of the meeting by the Secretary of the Board. Copies of policy changes will be sent to the Vice President and to the Office Manager for archival. (Approved 3-14-10)

Section 2. Duties of the Vice President (adopted May 2008)

A. Procedure for Policy and Procedures Manual Revisions

1. Where there is a change, addition or deletion, the Vice President will provide the office manager with an electronic copy of the change, the date of the change, and the placement of the change in the policies and procedures manual, within the week following the change.
2. The Vice President will ask the office manager to update the policy manual with these changes, both on disc and in the hard copy notebook kept in the church office.

B. Procedure for Annual Reports

1. In April, the Vice President will solicit electronic copies of annual reports from staff, members of the board of trustees, chairs of independent committees, and council chairs.
2. In May, the Vice President will organize and compile the annual reports cited above into an annual report for the June 1-May 31 church program year.

Board Committee Procedures

Section 1. Duties of Board Committees

- A. The Planning Committee shall (adopted April 2008):
1. Assess the ministries of the Church in light of the vision and mission of the Church.
 2. Implement an annual planning process for the Church and track and report on the resulting plan throughout the year.
 3. Develop and update a long range plan for the Church.
 4. Identify task forces needed to achieve the plans developed and recommend their creation to the Board of Trustees.
- B. The Personnel Committee shall:
1. Perform the following functions for all paid staff other than the Minister:
 - a. Analyze needed staff and make budget proposals to the Finance Committee
 - b. Recruit and propose persons for employment
 - c. Develop and maintain personnel policies and procedures, job descriptions, employment contracts, etc. matters
 - d. Evaluate performance of staff, assimilating appropriate information from the congregational assessment
 - e. Propose discontinuance of staff
 2. Assimilate information from the congregational assessment, and provide performance feedback to the Minister
 3. Submit a budget proposal for annual pay rates and benefits for all staff, including the Minister, to the Finance Committee
 4. Submit budget proposals for new staff positions or changes in hours of existing positions to the Finance Committee.
- C. The Finance Committee shall:
1. Prepare a budget for recommendation to the Board and revise it after the annual canvass
 2. Secure pledges from new members
 3. Establish and implement collection procedures
 4. Assist the Canvass Chair, the Fundraising Chair and the Trustee for Finance.

D, The Building and Grounds Committee shall:

1. Work with the church staff develop policies and procedures for facility use, building and room rentals, and maintenance.
2. Arrange for periodic maintenance inspections;
3. Maintain a list of Maintenance Problems and Minor Improvements Needed.
4. Prepare and update a Maintenance Schedule that can be used for budgeting purposes;
5. Recommend an annual maintenance budget to the Finance Committee;
6. Work with the Office Manager/Church Administrator to maintain a Maintenance Contact List of repair people/companies, volunteer and professional, to call when maintenance is required.
7. Prepare and maintain a Maintenance Instruction Manual, containing instructions on the operation of major equipment by the church; and
8. Coordinate with the Office Manager/Church Administrator to arrange maintenance work; delegating authority to the Office Manager/Church Administrator as specified in adapted polices.