

FIRST PARISH BREWSTER UU BOARD OF TRUSTEES

MEMBERSHIP/TERMS OF OFFICE - Total: 9 members

- **President-Elect** – one year
- **President** – one year
- **Past-President** – one year

Note: It is expected that the President Elect will become the President in the year immediately following his/her term, and that the President will become the Past President in the year immediately following her/his term.

- **Treasurer** – two years
- **Clerk** – two years
- **At-Large Members** – three-year staggered terms

PURPOSE

The Board of Trustees is empowered by the congregation with implementing the mission of the church through planning, visioning and policy setting, maintaining fiduciary, legal and personnel responsibility, and maintaining strong, two-way communications with the Senior Minister.

FUNCTIONS/RESPONSIBILITIES

Mission Keeping – The Board shall let the church mission statement act as a guiding star in all decisions and shall articulate the mission regularly in communications within and outside of the Board. The Board should be sensitive to currents within and outside the church which may point to opportunities to move into more fully expressing the deepest collective values of the church through altering the church's mission. The Board will articulate to the congregation any mission statement changes that it believes are in the best interest of the church. Changes to the mission statement take place through a vote of the congregation.

Planning and Goals – The Board oversees planning and goal setting in pursuit of helping the church live its mission. The Board evaluates progress in achieving goals.

Policy – The Board shall establish policies which support the church's mission and goals and maintain the church policy manual. At least one current copy of the policy manual shall be kept at the church administrative offices for any church or staff member, renter or friend to refer to.

Annual Budget – The Board creates policies and sets priorities pertaining to the creation of the annual budget, monitors actual vs. budgeted financial performance on a regular basis, and makes decisions regarding the performance of the budget as needed.

Protect Assets – The Board acts as careful stewards of the church's property.

Salaries – The Board approves salary and benefit packages of the minister and paid staff with the advice of the Personnel Committee.

Approve Personnel Policies and Procedures – The Board shall have final approval of the following: all personnel policies and procedures developed by the Personnel Committee, additions or deletions of staff positions, and hiring and dismissal decisions made by the Senior Minister.

Annual Evaluation of Senior Minister – An assessment of the work of the Minister will be conducted annually by the Board President and a designee of the Minister.

Fulfill By-Laws and the Law – The Board acts in accordance with the church's By-Laws and assures compliance with legal contracts and public law.

Forming Committees – The Board may form committees and/or task forces, and in doing so will work to minimize the chance of conflict of interest or redundancy with existing committees. The President and the Senior Minister shall be ex- officio members of all committees except the Leadership Development Committee and Ministerial Search Committee (when it exists).

Represent the Congregation – In partnership with the Minister, the Board represents the interests of the congregation to the public in a positive way. The Board also reflects the sense of the congregation back to our members and friends.

Open and Effective Communication – The Board regularly seeks input from the congregation and church committees, and regularly communicates about its activities. The Board operates in an open and transparent way. The Board and individual Board members respond quickly to requests for information and help from church members.

TALENT/SKILLS/INTERESTS/STRENGTHS

Potential trustees are usually individuals who have exhibited active participation in congregational life, have been members with a pledge of record for a period of time, and who have been identified to have strengths that will enable the church to move forward in a positive and responsible manner. Important strengths are the ability to engage in “big picture” thinking and planning, and good listening and communication skills. Members should have a passion for helping First Parish Brewster move toward reaching its potential to serve our members and the world. Email access is recommended.

OFFICER'S RESPONSIBILITIES

President: The President of the Board of Trustees shall lead the Board in implementing the mission of the church and be responsive to the congregation who has empowered the Board to work on its behalf. The President shall assist the Board in creating policies that support the smooth and efficient flow of church business and communicate regularly with minister and other church leaders. The President shall take responsibility to see that the Board meets its financial obligation of maintaining the fiscal wellbeing of First Parish Brewster through stewardship and the establishing and monitoring of the budget.

The President will support the minister as staff supervisor in any issues specific to personnel as requested or necessary and elicit the input of the Board when needed.

Duties specific to the office include:

- setting Board agendas
- facilitating Board meeting
- preparing monthly reports for the Board
- supporting Board members through training, retreat and establishing an atmosphere of collegiality and openness
- establishing Board liaisons to work on Board committees
- working with the treasurer around the annual budget
- meeting regularly with the minister to address the full spectrum of church needs
- communicating regularly with the congregation on all Board activities and establish opportunities for input

- being responsive to the questions and concerns of individual congregants presiding over the annual meeting
- The president coordinates with the past president and president elect to oversee important issues facing the Board

Past-President: The Past-President shall mentor the President and President-Elect and shall take on any responsibilities of the presidential office that he/she and the President agree upon with the exception of presiding over the Annual Meeting or Special Meetings (unless the President is unable to attend). If, in an emergency, the President is unavailable, the Past President, with the Senior Minister, is authorized to make a decision or take any action necessary in the name of the Board of Trustees, and then notify the rest of the Board in a timely manner. If possible, the Past-President is encouraged to join the Leadership Development Committee or other major church committee for the year.

President-Elect: The President-Elect shall work closely with the President in an effort to prepare to become President in the year following his/her term. The President-Elect shall take on any responsibilities of the presidential office that she/he and the President agree upon with the exception of presiding over the Annual Meeting or Special Meetings (unless both the President and Past president are unable to attend). If, in an emergency, the President and Past President are unavailable, the President-Elect, with the Senior Minister, is authorized to make a decision or take any action necessary in the name of the Board of Trustees, and then notify the rest of the Board in a timely manner.

Clerk: The Clerk shall keep a true record of the proceedings of all meetings of the church and of the Board of Trustees. The Clerk will maintain the policy manual and ensure that new policies voted by the Board are added to the manual. The Clerk will also oversee the maintaining of a membership book of the church in which the name of every member shall be duly listed, indicating those qualified to vote and hold office and showing the date of the commencement and termination of the respective membership. The Clerk may have such other powers and duties as the Board of Trustees may designate. If, in an emergency, the President, Past-President, and President-Elect are unavailable, the Clerk, with the Senior Minister, is authorized to make a decision or take any action necessary in the name of the Board of Trustees, and then notify the rest of the Board in a timely manner.

Treasurer: The Treasurer shall ensure that all funds and securities of the church and of any charitable trusts managed by it are received in a timely manner and prudently maintained. The Treasurer shall ensure expenses of the church are paid out as warranted, in an appropriate and timely manner. Also, the Treasurer shall ensure all insurance policies of the church are obtained and maintained in a prudent manner. All of the above are subject to any directions as may be given by the Board of Trustees. Proper accounts of all receipts and payments shall be maintained by the Treasurer. After the close of each fiscal year of the church the Treasurer shall present to the Board of Trustees and the Minister(s) a written report showing the financial condition of the church at the close of such fiscal year.

The Treasurer shall have such other powers and duties as the Board of Trustees may designate. If, in an emergency, the President, Past President, President-Elect and Clerk are unavailable, the Treasurer, with the Minister(s), is authorized to make a decision or take any action necessary in the name of the Board of Trustees, and then notify the rest of the Board in a timely manner.

More specifically, the Treasurer shall prepare or require preparation of the following reports:

- Monthly and/or Year to Date Income and Expense Statements detailing all sources of income and expenses for the church in comparison to the Budget for that time period.
- Monthly and/or Year to Date Income and Expense Statements detailing all sources of income and expenses for the church in comparison to the same time period in the prior fiscal year, as available.

- Monthly Balance Sheets showing the financial condition of the church by detailing all assets, liabilities, and equity accounts in comparison to the same time period in the prior fiscal year.

Other duties include:

- Submitting monthly reports to the Board of Trustees and reporting on the financial condition of the church at each monthly Board meeting.
- Weekly, or as necessary, signing checks for payments to creditors, staff, or other payees.
- Preparing, in conjunction with the Finance Committee, an annual budget to be approved by the Board of Trustees and then submitted to the congregation for its approval at the Annual Meeting.
- Periodically, as necessary, informing the congregation of the status of the church's financial condition through reports, presentations, or other such means.
- Periodically, as necessary, preparing financial information on the "Special Funds" held by the church including but not limited to the HEED Fund, Welcoming Congregation/Cochrane Fund, Memorial Marker, and Minister's Discretionary Fund.
- Ensuring adequate safeguards over handling of cash from Offertory collections, FundRaising events, Petty Cash held on hand, and other sources of cash.
- Maintaining proper controls over all financial records of the church, including electronic records maintained on computers or other similar digital media and/or in databases like "Quick Books".
- Participating in regular Board of Trustees meetings as a member.
- Heading up the Finance Committee by directing its activities, convening regular meetings, and reporting its findings to the Board.
- Attending regular Endowment Board meetings as an Ex-Officio member.

At-Large Board Members: While Board officers have specific responsibilities, the role of members-at-large is not as clear-cut. Essentially, they fill duties that don't fall under the scope of the officers. Once or twice a year at-large members may provide an opening reading at Board meetings and write a brief summary of Board activities for the Angle. They occasionally serve as a timekeeper during a meeting. Members often serve as liaisons to Board committees and provide written monthly reports of committee activities to the Board. In addition, they may serve on task forces (teams), handle special projects, research aspects of issues, and often bring an area of expertise that the Board needs. Members are expected to prepare for monthly Board meetings by becoming familiar with all reports, giving criticism and feedback when asked prior to meetings. They attend and participate in all Board meetings, annual retreats, trainings, special workshops and other Board functions. They work to ensure and communicate the Church's mission, vision and values to the congregation.