



Tapestry: A Unitarian Universalist Congregation

Title: Board Roles and Responsibilities	
Initial Board Approval Date: 1/4/2020	Date First Issued: 1/4/2020
Date Board Approved Recent Revision:	Date(s) Revised:
Original Approval Signature: Julia Rampone Title: President	

Position	Purpose/Mission	Ongoing Activities & Responsibilities
President	<p>The President is the Chief Executive Officer of the Congregation and, subject to the control of the Board, has general supervision, direction and control of the business and affairs of the Congregation. Develops the agenda and presides at all Board and General Membership Meetings of the Congregation and is an Ex Officio member of all standing committees. Has the general powers and duties of management usually vested in the Office of the President of a Corporation.</p> <p>The President assures the integrity of the Board's processes in:</p> <ul style="list-style-type: none"> • visioning • long-term strategic planning necessary to achieve the vision • establishing policy <p>Also represents the Board to members and outside parties, and fulfills other such duties and responsibilities as the Board, the bylaws, or the Congregation may assign.</p>	<p>Keeping in mind the UU Seven Principles, and operating in a leadership style consistent with same, ensures the following:</p> <ul style="list-style-type: none"> • That the Board behaves consistently with its own rules. • That discussion during meetings stays focused on the issues. • That policy setting is done by the Board, not the Lead Minister (although the Minister may raise issues and provide input). • That deliberation is timely, fair, orderly, and thorough. • That decisions made by the President fall within or are consistent with the bylaws of the Congregation, UUA guidelines, and delegation of authority as established by the Board. • That there is close collaboration and cooperation with the Minister to support and sustain a healthy Congregation. <p>The President chairs Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing). His/her authority does not extend to supervising or otherwise directing the Lead Minister or Staff.</p>

<p>Vice President, Operations</p>	<p>The VP Operations may act in the place of the President when the President is absent, and when so acting shall have the powers of, and be subject to all the restrictions upon, the Office of the President.</p> <p>Oversees and guides the official standing committees of the Congregation.</p> <p>Is the presiding officer to the Coordinating Council of Committee Chairpersons and Ad Hoc Committee Chairpersons.</p>	<ul style="list-style-type: none"> • Maintains a list of the chairs of all board-designated committees, their roles and responsibilities. • Seeks people willing to serve on the standing and board-designated committees. • Chairs Coordinating Council meetings at regular intervals (e.g. quarterly or bi-monthly). • Prepares an annual report to summarize committee activities during the year. • Takes on special projects and assumes other responsibilities consistent with the Board's ends and bylaws, as agreed with the President. • Facilitates the on-boarding process for new Board members. • In absence of an Office Administrator, is responsible for reading/responding to the admin's email. • Assists with the volunteer recognition event. • Completes the UUA Congregational Certification.
---------------------------------------	---	--

<p>Vice President, Finance</p>	<p>The VP Finance may act in the place of the President when the President is absent, and when so acting shall have the powers of, and be subject to all the restrictions upon, the Office of the President.</p> <p>All matters of budget preparation, the all-member canvass, management of ways and means, capital campaign organization, and oversight of the organization's investments are managed by the Vice President of Finance with the aid of the Finance Committee.</p> <p>The VP Finance serves as Chair of the Finance Committee and has ongoing responsibility for monitoring budget variances during the fiscal year. The VP Finance has overall primary responsibility for the fiscal health of the congregation and for recommending mid-year corrective action as needed to assure a balanced budget.</p>	<ul style="list-style-type: none"> • Presents, or causes to be presented, the financial report(s) at each regular Board meeting, showing actual financial performance compared to forecast. • With input from the Board and committees, prepares, or causes to be prepared, the annual congregational budget in Mar-May, for presentation at the June annual meeting. • Confers regularly with the Treasurer and, if one is on staff, the Financial Secretary. • Chairs periodic meetings of the Finance Committee. • Sends, or causes to be sent, Quarterly Financial Statements of Pledge Status to each individual family pledging unit or member as appropriate. • When needed, discusses with members the methods for paying their planned contributions. • When needed, assists new members in determining an appropriate amount to contribute.
------------------------------------	--	--

<p>Secretary</p>	<p>The Secretary shall keep, or cause to be kept, a Book of Minutes at the principal office or such other place as the Board may order, of all Meetings of the Board and of the General Membership, with the time and place of the holding of same, whether Regular or Special, how authorized, the Notice thereof given, the names of those present or represented at Members' Meetings and the proceedings thereof.</p> <p>The Secretary shall keep, or cause to be kept with the assistance of the Membership Committee Chair, at the principal office, a Membership Register showing the following: (1) the names and addresses of all Members of the Board; (2) the names of the Members and their addresses; and (3) shall record therein the fact and date of termination, if any, of the Membership of any such Member.</p> <p>The Secretary shall give, or cause to be given, Notice of all Meetings of the Members and of the Board required by the Bylaws, the Articles or by Law to be given, and shall keep the Seal of the Congregation in safe custody, and shall have other powers and perform such other</p>	<ul style="list-style-type: none"> • Attends all Board and congregation meetings and keeps a full and correct record of the proceedings. • Provides a copy of the minutes of all meetings of the congregation for inclusion in the Annual Report. • Supplies copies of the minutes of a Board meeting to all Board and ex-officio members of the Board, and shall seek approval of said minutes. • Maintains papers & documents belonging to the Congregation. • Maintains an up-to-date copy of the congregation's bylaws. • Keeps, or causes to be kept, a comprehensive list of all Congregation Policies and Procedures, and updates as appropriate.
------------------	---	--

	duties as may be prescribed by the Board or by the Bylaws.	
--	--	--

Treasurer	<p>The Treasurer keeps and maintains, or causes to be kept and maintained, correct accounts of the properties and business transactions of the Congregation. The Records and Accounts shall at all reasonable times be open to inspection by any Board Director, Officer or any other Member.</p> <p>The Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the Congregation with such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the Congregation as they deem reasonable and in the best interests of Tapestry or, as may be ordered by the Board; shall render to the President and Board Trustees and Officers, whenever they request it, an account of all the transactions of the Treasurer and of the financial condition of the Congregation.</p> <p>The Treasurer shall render a Financial Statement monthly, annually for the Annual Membership Meeting, and at such other times as may be requested by the Board. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws. If the Board requires, the Treasurer and any assistant will be bonded by and at the sole expense of the Congregation.</p>	<ul style="list-style-type: none"> • Holds unrestricted funds for disbursement • Pays all authorized bills • Prepares, maintains and documents the payroll for all employees • Maintains a correct account of all deposits and expenditures, with vouchers, invoices or receipts for all payments made • Keeps records of all financial transactions and makes those available for inspection by the Board when so requested • At each Board meeting, makes a detailed monthly report in such form as the Board may direct • Prepares a detailed report to the Board at the close of each fiscal year and at such other times as the Board or the congregation may desire. <p>Note -- the Board may authorize assistants to the Treasurer. The Board of Trustees shall set the dollar amount of checks that shall require signatures by two of these three officers: President, Vice President of Finance, and Treasurer.</p>
-----------	---	---

Trustee at Large	Attends all monthly board meetings and board retreats and other meetings that require or would benefit from representation of Board members. Also participates in, and provides input to, all general discussions regarding governance.	<ul style="list-style-type: none"> • Participates in planning and organizing activities and may chair an ad hoc committee as directed by the Board, or serve as a member of such a committee. • Serves as liaison to groups, committees or other special functions as directed by the Board. • Provides input for policy or procedure development. • Provides input for governance policies. • Listens to the concerns and comments of congregational members and friends. • Attends congregational functions and special meetings, especially those where choices have to be made about the direction of the congregation. • Proactively reaches out to new members and visitors after services.
Minister (ex officio board member)	The Minister is an Ex Officio member of the Board of Trustees, and all standing committees, without voting power.	<ul style="list-style-type: none"> • Attends Board and committee meetings as s/he sees fit. • Brings to the attention of the Board or the committees any matters which seem to him/her pertinent to the general welfare of the Congregation. • Makes such recommendations to the Board and to the committees as s/he deems proper.

Miscellaneous

<p>Financial Secretary, Bursar, Bookkeeper (not a board member)</p>	<p>Under the overall direction of the Treasurer, receives checks and incoming monies (monthly pledges, capital campaign pledges, Sunday plate collections, checks and cash for scrip and other purchases, rents, etc.).</p>	<ul style="list-style-type: none"> • Makes deposits of receivables to the designated bank account. • Maintains receivables (checks and cash) not yet deposited in a designated secure location. • Makes entries of receivables to the software used for financial tracking. • Prepares checks and other disbursements for signature by the Treasurer.
---	---	---

Position	Purpose/Mission	Ongoing Activities & Responsibilities
President	<p>The President is the Chief Executive Officer of the Congregation and, subject to the control of the Board, has general supervision, direction and control of the business and affairs of the Congregation. Develops the agenda and presides at all Board and General Membership Meetings of the Congregation and is an Ex Officio member of all standing committees. Has the general powers and duties of management usually vested in the Office of the President of a Corporation.</p> <p>The President assures the integrity of the Board's processes in:</p> <ul style="list-style-type: none"> • visioning • long-term strategic planning necessary to achieve the vision • establishing policy <p>Also represents the Board to members and outside parties, and fulfills other such duties and responsibilities as the Board, the bylaws, or the Congregation may assign.</p>	<p>Keeping in mind the UU Seven Principles, and operating in a leadership style consistent with same, ensures the following:</p> <ul style="list-style-type: none"> • That the Board behaves consistently with its own rules. • That discussion during meetings stays focused on the issues. • That policy setting is done by the Board, not the Lead Minister (although the Minister may raise issues and provide input). • That deliberation is timely, fair, orderly, and thorough. • That decisions made by the President fall within or are consistent with the bylaws of the Congregation, UUA guidelines, and delegation of authority as established by the Board. • That there is close collaboration and cooperation with the Minister to support and sustain a healthy Congregation. <p>The President chairs Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing). His/her authority does not extend to supervising or otherwise directing the Lead Minister or Staff.</p>

<p>Vice President, Operations</p>	<p>The VP Operations may act in the place of the President when the President is absent, and when so acting shall have the powers of, and be subject to all the restrictions upon, the Office of the President.</p> <p>Oversees and guides the official standing committees of the Congregation.</p> <p>Is the presiding officer to the Coordinating Council of Committee Chairpersons and Ad Hoc Committee Chairpersons.</p>	<ul style="list-style-type: none"> • Maintains a list of the chairs of all board-designated committees, their roles and responsibilities. • Seeks people willing to serve on the standing and board-designated committees. • Chairs Coordinating Council meetings at regular intervals (e.g. quarterly or bi-monthly). • Prepares an annual report to summarize committee activities during the year. • Takes on special projects and assumes other responsibilities consistent with the Board's ends and bylaws, as agreed with the President. • Facilitates the on-boarding process for new Board members. • In absence of an Office Administrator, is responsible for reading/responding to the admin's email. • Assists with the volunteer recognition event. • Completes the UUA Congregational Certification.
---------------------------------------	---	--

<p>Vice President, Finance</p>	<p>The VP Finance may act in the place of the President when the President is absent, and when so acting shall have the powers of, and be subject to all the restrictions upon, the Office of the President.</p> <p>All matters of budget preparation, the all-member canvass, management of ways and means, capital campaign organization, and oversight of the organization's investments are managed by the Vice President of Finance with the aid of the Finance Committee.</p> <p>The VP Finance serves as Chair of the Finance Committee and has ongoing responsibility for monitoring budget variances during the fiscal year. The VP Finance has overall primary responsibility for the fiscal health of the congregation and for recommending mid-year corrective action as needed to assure a balanced budget.</p>	<ul style="list-style-type: none"> • Presents, or causes to be presented, the financial report(s) at each regular Board meeting, showing actual financial performance compared to forecast. • With input from the Board and committees, prepares, or causes to be prepared, the annual congregational budget in Mar-May, for presentation at the June annual meeting. • Confers regularly with the Treasurer and, if one is on staff, the Financial Secretary. • Chairs periodic meetings of the Finance Committee. • Sends, or causes to be sent, Quarterly Financial Statements of Pledge Status to each individual family pledging unit or member as appropriate. • When needed, discusses with members the methods for paying their planned contributions. • When needed, assists new members in determining an appropriate amount to contribute.
------------------------------------	--	--

<p>Secretary</p>	<p>The Secretary shall keep, or cause to be kept, a Book of Minutes at the principal office or such other place as the Board may order, of all Meetings of the Board and of the General Membership, with the time and place of the holding of same, whether Regular or Special, how authorized, the Notice thereof given, the names of those present or represented at Members' Meetings and the proceedings thereof.</p> <p>The Secretary shall keep, or cause to be kept with the assistance of the Membership Committee Chair, at the principal office, a Membership Register showing the following: (1) the names and addresses of all Members of the Board; (2) the names of the Members and their addresses; and (3) shall record therein the fact and date of termination, if any, of the Membership of any such Member.</p> <p>The Secretary shall give, or cause to be given, Notice of all Meetings of the Members and of the Board required by the Bylaws, the Articles or by Law to be given, and shall keep the Seal of the Congregation in safe custody, and shall have other powers and perform such other</p>	<ul style="list-style-type: none"> • Attends all Board and congregation meetings and keeps a full and correct record of the proceedings. • Provides a copy of the minutes of all meetings of the congregation for inclusion in the Annual Report. • Supplies copies of the minutes of a Board meeting to all Board and ex-officio members of the Board, and shall seek approval of said minutes. • Maintains papers & documents belonging to the Congregation. • Maintains an up-to-date copy of the congregation's bylaws. • Keeps, or causes to be kept, a comprehensive list of all Congregation Policies and Procedures, and updates as appropriate.
------------------	---	--

	duties as may be prescribed by the Board or by the Bylaws.	
--	--	--

Treasurer	<p>The Treasurer keeps and maintains, or causes to be kept and maintained, correct accounts of the properties and business transactions of the Congregation. The Records and Accounts shall at all reasonable times be open to inspection by any Board Director, Officer or any other Member.</p> <p>The Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the Congregation with such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the Congregation as they deem reasonable and in the best interests of Tapestry or, as may be ordered by the Board; shall render to the President and Board Trustees and Officers, whenever they request it, an account of all the transactions of the Treasurer and of the financial condition of the Congregation.</p> <p>The Treasurer shall render a Financial Statement monthly, annually for the Annual Membership Meeting, and at such other times as may be requested by the Board. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws. If the Board requires, the Treasurer and any assistant will be bonded by and at the sole expense of the Congregation.</p>	<ul style="list-style-type: none"> • Holds unrestricted funds for disbursement • Pays all authorized bills • Prepares, maintains and documents the payroll for all employees • Maintains a correct account of all deposits and expenditures, with vouchers, invoices or receipts for all payments made • Keeps records of all financial transactions and makes those available for inspection by the Board when so requested • At each Board meeting, makes a detailed monthly report in such form as the Board may direct • Prepares a detailed report to the Board at the close of each fiscal year and at such other times as the Board or the congregation may desire. <p>Note -- the Board may authorize assistants to the Treasurer. The Board of Trustees shall set the dollar amount of checks that shall require signatures by two of these three officers: President, Vice President of Finance, and Treasurer.</p>
-----------	---	---

Trustee at Large	Attends all monthly board meetings and board retreats and other meetings that require or would benefit from representation of Board members. Also participates in, and provides input to, all general discussions regarding governance.	<ul style="list-style-type: none"> • Participates in planning and organizing activities and may chair an ad hoc committee as directed by the Board, or serve as a member of such a committee. • Serves as liaison to groups, committees or other special functions as directed by the Board. • Provides input for policy or procedure development. • Provides input for governance policies. • Listens to the concerns and comments of congregational members and friends. • Attends congregational functions and special meetings, especially those where choices have to be made about the direction of the congregation. • Proactively reaches out to new members and visitors after services.
Minister (ex officio board member)	The Minister is an Ex Officio member of the Board of Trustees, and all standing committees, without voting power.	<ul style="list-style-type: none"> • Attends Board and committee meetings as s/he sees fit. • Brings to the attention of the Board or the committees any matters which seem to him/her pertinent to the general welfare of the Congregation. • Makes such recommendations to the Board and to the committees as s/he deems proper.

Miscellaneous

<p>Financial Secretary, Bursar, Bookkeeper (not a board member)</p>	<p>Under the overall direction of the Treasurer, receives checks and incoming monies (monthly pledges, capital campaign pledges, Sunday plate collections, checks and cash for scrip and other purchases, rents, etc.).</p>	<ul style="list-style-type: none"> • Makes deposits of receivables to the designated bank account. • Maintains receivables (checks and cash) not yet deposited in a designated secure location. • Makes entries of receivables to the software used for financial tracking. • Prepares checks and other disbursements for signature by the Treasurer.
---	---	---