

3. Responsibilities of Board Members

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Primary Board Responsibilities

Per the bylaws, The Board of Trustees shall govern the business, property, and affairs of the congregation, and shall promulgate policies for the conduct of its affairs consistent with the laws of the State of Colorado, the Articles of Incorporation, these Bylaws, and any resolutions adopted by the membership. The Board of Trustees shall be accountable solely to the membership of the congregation.

The Board of Trustees at Foothills Unitarian has six primary responsibilities highlighted in our Board Policy 1.2. Governing Role of the Board.

1. Articulates mission, values, and vision: The Board is responsible for discerning, developing, and articulating the church's mission and visionary goals in partnership with the ministry team. This includes the articulation of core values (every 20 years - last done in 2018), mission (every 10-15 years - last done in 2016), and vision (every 5-7 years - last done in 2018). The mission is the "owner" of the Congregation, and is the guidepost for the Board's decisions and actions. It is the thing that the Board is ultimately responsible to and accountable for.
2. Governs through policy: Under Foothills' form of governance, referred to as "policy-based governance," the Board is responsible for development of and updates to governing policies.
3. Monitors policy compliance: Although the professional staff is responsible for developing and implementing programs and practices to achieve the mission and visionary goals, the Board is responsible for oversight and monitoring policy compliance.
4. Links to the future: In support of the board's responsibility to articulate the mission, values, and vision, the Board connects with our sources of authority and accountability (Board Policy 1.1.4), and keeps a future focus.
5. Makes decisions in exceptional cases: The Board addresses concerns related to Board policy, grievances and misconduct of Board members or the Senior Minister, and approvals of variances or exceptions to Board policies.
6. Convenes Congregational Meetings: the Board is responsible for annual business meetings, elections, and special topics for congregational approval.

Board Fiduciary Responsibility

The Board has fiduciary and legal responsibility to oversee the church (including care for people and property), ensuring that the church operates in compliance with applicable laws, regulations and accounting procedures. Board members act for the good of the organization rather than for the benefit of themselves. See Section 10 of this handbook for more information.

Board Member Responsibilities

- Provide vision and leadership to guide the church in the pursuit of its mission and long-term vision.
- Prepare for and attend monthly Board meetings, Congregational meetings and forums, and the annual Board retreat.
- Develop and monitor policies that include setting annual board priorities.
- Hold legal and fiduciary responsibility, and ensure adequate funding to pursue the mission and annual vision of ministry.
- Remain visible and accessible to members of the Congregation in both structured and unstructured venues, actively engaging members in conversation about issues facing the church and the Board, and soliciting input and questions. When members have concerns or questions related to ministry, encourage members to connect directly with the Senior Minister or the ministry team.
- Monitor compliance of policies.
- Adhere to the Board members' code of conduct.
- Acting in partnership with the other Board members, having healthy conflict to come to shared agreements so all the members can speak with one voice.
- Serve on one or more Board Committees, including Nominating, Policy, Linkage, and ad hoc committees.
- Model generosity as a church leader by being willing to assist with fundraising activities and by making an annual pledge.
- Participate in activities that strengthen relationships with stakeholders, including current and potential members and friends; professional staff; programs and church committees and teams; the Unitarian Universalist Association, Pacific Western Region; and the neighborhood and wider community.
- Become familiar with the church's governing documents (e.g., Bylaws, Policies) and ensure the church is governed effectively and according to these documents.

Responsibilities for the President

The President has the following added responsibilities:

- Assure the integrity of the Board's process and ensure the Board follows its own policies and procedures.
- Understand and help maintain distinctions between Board work and Ministry work.
- Preside over Board meetings and retreats.
- Observe Robert's Rules of Order, except where the Board has suspended them.
- Facilitate Board decision making when time is of the essence and a topic can't wait until a regular Board meeting.
- Assign and delegate tasks to other Board members.
- Foster collegial relationships amongst the Board.
- Establish and maintain a close working relationship with the Senior Minister.
- Work with staff to set, announce, and conduct congregational meetings.
- Communicate on behalf of the Board.

Responsibilities for Vice President / President-Elect

The Vice President/President-Elect has the following added responsibilities:

- Assume the duties of the President, if the President is unable to perform them.
- Assume other duties as assigned by the President.

Responsibilities for Secretary

The Secretary has the following added responsibilities:

- Take accurate and clear minutes at all official Board meetings (Minutes template in Board Hub - make a duplicate each month)
- Secretary may consider using a transcription tool.
- Add a DRAFT copy of meeting minutes to the agenda for the next official meeting- located in Board Hub (Board members will approve them at this meeting)
- If an agenda has not been created yet for the next official meeting, you can create a new tab using format “MM/DD/YY” - and then duplicate “Board Meeting Agenda Template” and update name using format- “Agenda: MM/DD/YY Board Meeting”
- Following Board approval, update DRAFT label with APPROVED and maintain in Board Hub - work with staff to post approved minutes in a timely way.
- Use template in Board Hub to record a brief summary of activity at Board working meetings and include anything that needs to be continued at the next official meeting. This informal document is stored in the Hub and is not shared with congregation
- Work with staff to maintain the current Congregational Bylaws and Board Policies on the church website and in Guide
- The Secretary is responsible for taking minutes for all congregational meetings - to include all motions, votes and approvals - make a copy of the Congregational Meeting template in Board Hub and maintain DRAFT Minutes in Hub. These minutes will be voted for approval by church members at a later Congregational Meeting. Once approved, the Secretary assures they are shared to the church website Governance page.
- All Board Minutes are maintained in the Board Hub until the end of the year when they are then moved to Archive
- Partner with staff to ensure updates to Board policies are updated in the Guide and on the church website Governance page.
- At the start of the Board year, it is good practice to determine who will take Minutes in the event of your absence
- There may be other duties assigned by Board President or Senior Minister

Responsibilities for Treasurer

The Treasurer plays no direct role in financial management, which is delegated to the Senior Minister. The Treasurer has the following added responsibilities:

- Support the Board's financial oversight responsibilities.
- Liaise with the Senior Minister and Finance Team to ensure appropriate financial reports are being provided to the Board and financial policies are being followed.