

BOARD OF TRUSTEES AND OFFICERS

JOB DESCRIPTIONS/ROLES/RESPONSIBILITIES/EXPECTATIONS

(Revised 1/13/2019)

Officers

The First Unitarian Universalist Society of Syracuse (First UU) has the following five Officers:

President

Vice President

Treasurer

Financial Secretary

Clerk

The Officers of First UU are elected from the active membership at the Annual Meeting and serve for one year terms. Officers begin their terms with the start of the new fiscal year.

The President and Vice President will not serve more than three consecutive terms. The Treasurer, Financial Secretary and Clerk may not serve for more than five consecutive terms.

Officers Job Descriptions

President

Shall preside over meetings of the Board of Trustees (BOT) and shall perform other duties as required of the office. The President is an ex-officio member of all committees except the Nominating and Ministerial Search Committees.

Shall meet prior to each Board meeting with the Vice President and Minister to set the Board agenda and discuss other such matters which affect the Society.

Shall send out a draft of the BOT agenda, along with any other necessary information to all BOT members prior to each BOT meeting.

Signs legal documents for transactions on behalf of the Society whenever necessary.

Responsible for insuring all business is conducted in accordance with the Society.

Works closely with the Vice-President as is feasible, in order to train the Vice President for the presidency if the need arises.

Presents an annual report to the congregation at the annual meeting.

Represents the Society, (or appoints a designee), within the Unitarian Universalist denomination and with related organizations.

Vice President

Acts in the absence of the President, and is an ex-officio member of all committees except the Nominating and Ministerial Search Committees.

Conducts the President's duties in the absence of the President.

Responsible for overseeing the effective functioning of all committees.

Responsible for coordinating and overseeing the Program Council.

Attends the Congregational Relations Committee meetings as an ex-officio member.

Treasurer

Shall have charge of all funds of the Society and shall supervise their disbursement.

Shall cooperate with the appointed committees in the annual examination of all accounts and with all other board appointed committees regarding financial matters.

Shall prepare and submit an accurate and timely financial report at each regular monthly BOT meeting, as well as an annual report of the disbursements at the annual meeting of the Society.

Shall initiate the process of First UU employee contract review with the BOT and the Finance Team every March.

Shall be a member of the Finance Team and participate in the annual budget preparation, as well as the other financial planning activities.

Shall maintain close liaison with the Financial Secretary & Bookkeeper and become familiar with their duties in order to ensure continuity in the event of need.

Shall cooperate in an annual examination of all the Treasurer's records and accounts.

Shall be responsible for the preparation of all reports required by the government, insurance companies, and banks.

Shall maintain all banking records and act as signatory on records for the checking account.

Shall liaison with Payroll processing vendor and supervise payroll disbursements including preparation of annual 1099 tax reports.

Clerk

Shall record the minutes of all meetings of the Society and the BOT and shall perform such other duties as may be assigned. If the Clerk is not in attendance at a meeting, the BOT shall appoint another member to carry out the required duties at that meeting.

Convenes the Nominating Committee within three months (approximately) of the annual meeting at which the Nominating Committee members were elected.

Notifies the Society membership of a meeting of the Society at least two weeks prior to the date of the meeting. See Article V (Meetings), Section 5 of the Constitution for further details.

Financial Secretary

The Financial Secretary is an Officer of the Society but is not a member of the BOT. The Financial Secretary does not have BOT voting privileges and does not attend BOT meetings or retreats.

Shall keep an accurate record of all funds received by the Society and shall cooperate with the appointed committees in the examination of all accounts.

Board of Trustees

The Board of Trustees (BOT) of First UU is comprised of:

First UU Officers described above (President, Vice President, Treasurer, Clerk), with the exception of the Financial Secretary.

Three additional active First UU members, elected one each year, with each elected member holding office for a three-year term.

First UU Minister - ex-officio, nonvoting member of the BOT

Lifespan Faith Development Director (LFDD) - ex-officio, nonvoting member of the BOT.

Music Director - ex-officio, nonvoting member of the BOT.

**BOT members shall begin their terms with the start of the new fiscal year.

Board of Trustees (BOT) Responsibilities/Roles

The First UU BOT:

Shall act on behalf of the members to administer and manage the business and programs of the Society.

Shall make decisions concerning the general operation of the Society between meetings of the entire Society.

Shall oversee the development and implementation of Society policies and procedures, as well as the establishing of committees, ministries and teams.

Shall set priorities, establish long and short term goals and objectives of the Society.

Shall monitor programs and financial policies and regulations of the Society.

Shall establish and oversee the employment of individuals other than the Settled Minister and the executing of contracts in accordance with the annual budget.

Shall actively communicate with the congregation about critical issues and actions.

Responsibilities and Expectations

Board of Trustee members are expected to:

Attend monthly BOT meetings. Three (3) consecutive, unexcused absences may result in loss of board membership.

Actively participate in the life of the Society.

Remain knowledgeable about the functioning of the Society and its financial affairs.

Follow “Roberts Rules of Order” and share opinions in a clear, concise, & respectful manner.

Adhere to established codes of conduct (covenants) and the Conflict Resolution Procedure to handle conflicts and disagreements.

Provide written materials to BOT members when adding to the monthly BOT meeting agenda, at least one week prior to the BOT meeting date.

Use E-mail to communicate data, NOT opinions or emotions.