

Policy #_GA101
Effective Date: 12-09-08
Revision Date_____

**UUCSEA
POLICY/PROCEDURE**

POLICY: (purpose) The Church Board of Directors (Trustees) manages and administers church affairs in compliance with church policy. Decisions of the Church Board will be guided by the mission of UUCSEA. The Church By-laws define the general responsibilities and duties of the Church Board. All powers of the Board are subordinate to the will of the membership and of the Bylaws.

PROCEDURE:

1. The Board will be elected at the annual Congregational meeting.. It will consist of four members at large and three officers. The officers are the President, the Secretary and the Treasurer and will serve one year terms. The members at large shall serve two year terms. Each year the Board shall select one of the members at large to serve as Vice President. No member shall serve more than four consecutive years.
2. All committees other than the Nominating Committee will be created as deemed necessary by the Board.
3. The Board shall meet at least quarterly and a simple majority will constitute a quorum.
4. The Board will fill vacancies on the Board or Nominating committee by appointing an eligible congregational member.
5. The Board will have final responsibility for preparation of an annual budget for presentation to the Congregation at the annual meeting. (Fiscal year runs from July through June).
6. The Board is responsible for oversight and approval of expenditures of annual operating budget funds and other special funds for the protection of Church investments and property.
7. The Church Board is the final authority in all personnel matters for all employees.
8. Board members will work closely with committee chairs.

Date approved by the Board: 12-9-08

Signature Board President: _____
(new board presidents initial by signature to indicate they have read policy)

Signature Minister: _____