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**Title:** Board of Directors Roles and Responsibilities **Revised:** (date)  
**Policy Owner:** Board of Directors  
**Associated Documents:** Associated Documents: Bylaws Article VIII. Board of Directors  
**Last Reviewed:**

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## **Policy**

### **FUNCTION:**

The Board will govern primarily by discerning and articulating the mission of the Church, planning for the future, partnering with the Minister and staff, ensuring that resources are cared for and directed to the mission, and acting on behalf of the congregation as set forth in Church bylaws Article VII.

### **DUTIES:**

#### **Responsibilities Common to All Board Directors**

1. Prepare for and attend all monthly Board meetings.
2. Seek out members' needs, aspirations, and ideas; identify opportunities and challenges; and formulate and implement both short and long-term goals.
3. Establish an annual budget that reflects the mission, vision, and goals of the congregation; regularly monitor the use of funds as compared to budget; and provide open, transparent reporting to the congregation with regard to the use of funds.
4. Establish a leadership structure for church governance that supports the mission, vision and goals of the congregation. and provide leadership for church activities.
5. Approve policies and procedures that provide for effective, efficient operation; ensure bylaws and policies are followed.
6. Serve as the Board liaison to the assigned leadership team; attend meetings or stay informed through other communications and report back to the Board.
7. Assess the impact of programs and activities, and initiate changes, if necessary, to ensure that results are consistent with the Church's mission, vision, and goals.
8. Assure the church property is properly cared for both physically and financially (routine and capital expenditures).
9. Discuss and deal with problems/issues affecting the church, staff, property and members.
10. Complete periodic evaluations of the Minister as required by the Ministerial agreement



### **Responsibilities of the Board Executive Committee**

- Confer with President in setting the agenda for all Board and Congregational meetings
- Determine if urgent or emergency decisions need to be made between board meetings.

### **Responsibilities of the President**

- Serve as chair for the Board of Directors and at all meetings of the Congregation as a whole.
- Represent the Church on all appropriate occasions.
- Serve as an ex-officio member of all Board Committees without the right to vote.
- Meet monthly with the Minister and Vice-President.
- Serve as a member of the Executive Committee.
- Write reports/articles for Board and Congregational publications.
- Maintain ongoing communication with the Financial Stewardship Team (attend meetings, monitor email communications).
- Serve as a signatory on church financial accounts.
- Sign on behalf of the congregation any deeds, mortgages, bonds, contracts or other legal instruments which the congregation or board has authorized.
- Appoint members to any task force of the Board.
- Ensure church policies are reviewed and updated regularly by appropriate staff member.

### **Responsibilities of the Vice-President**

- Act in the absence of, or at the request of, the President, at which time the Vice-President shall have all powers and functions applicable to the President.
- Work with the Minister and staff to plan a gathering of all Shared Ministry leadership teams in the Fall to develop program area goals for the church year.
- Ensure that leadership teams and sub-teams are properly staffed and functioning.
- Serve as a member of the Executive Committee.

### **Responsibilities of the Secretary**

- Keep all minutes for Board Meetings and the Annual Meeting of the Congregation.
- After approval by the Board, provides the Operations Director copies of all written or electronic instruments (other than financial records) pertaining to the business of the church. These records remain the property of the church.
- Responsible for certifying the vote for any Congregational vote.
- Serve as a member of the Executive Committee.



### **Responsibilities of the Treasurer**

- Present a financial report at monthly Board meetings that includes income and expenses for both the previous month and the current church year.
- Prepare the annual financial report of the church to be shared with the congregation at the close of the church fiscal year.
- Serve as a member of the Executive Committee
- Serve as a voting member of the Financial Stewardship Team.
- Serve as a signatory on church financial accounts.
- Provide an annual audit of the church's books and occasional spot audits to make sure financial policies are being followed.

### **ORGANIZATION:**

1. The Board shall consist of four (4) Officers, including a President, Vice President, Secretary and Treasurer, and five (5) at-large Directors.
2. The Minister shall serve as ex-officio, non-voting member of the Board.
3. All members of the Board must be members of the Church. Six (6) of the nine (9) Directors must have been members of the Church for at least two (2) years preceding their election. Directors must be at least eighteen (18) years of age.
4. Officers and other Directors are elected by the members of the Church. Nominations for Officers and at-large Directors are provided by the Nominating Committee. The President shall also ask for nominations from the floor at the Annual Meeting.
5. Officers are elected annually for a one-year term but will serve until successors are elected. The maximum number of consecutive terms in the same office is four.
6. At-large Directors are elected to serve a term of two years but will serve until successors are elected. The maximum number of consecutive terms in office is two.
7. The Executive Committee of the Board consists of the President, Vice-President, Treasurer and Secretary. The Minister shall serve as an ex-officio member of the Executive Committee.
8. All Board members will serve as a liaison to a church leadership team. The treasurer will serve as liaison to the Financial Stewardship team. All other liaison assignments are determined by the Board.



## **PROCEDURE**

### **Meetings and Reports:**

1. The Board shall meet monthly, or more frequently, as deemed by the President to be in the best interest of the Church. A quorum shall consist of a majority of members on the Committee.
2. All meetings shall be open and accessible to all members of the church. The Board may choose to conduct closed meetings when matters of personnel or ministerial relations are discussed.
3. Notice of meetings shall be advertised in appropriate Church publications at least 3 days prior to a Board meeting, except in special circumstances when the Board or Executive Committee may need to call an emergency meeting.
4. A quorum shall consist of at least 5 Directors. An Act of the Board shall require an affirmative vote from at least 5 Directors.
5. Minutes of each meeting are prepared by the Secretary. After minutes are approved by the Board, they shall be provided to the Operations Director for publication to the Congregation.
6. The President shall prepare an annual report on behalf of the Board to be submitted in May for the annual meeting in June.