

TVUUC Board of Directors Job Description

MEMBERSHIP

The Board of Directors is composed of TVUUC officers, voting trustees, and non-voting members. There are seven directors at large who are elected for terms of three years. Members of the Board must be members of TVUUC. The Board of Directors is responsible to act within rules, policies and directives established by the church. It shall have the power to receive and administer gifts and trusts, carry out the responsibilities assigned to the Board by the terms of the TVUUC Endowment Fund, make appointments according to church bylaws, and otherwise set policies for the conduct of the church's affairs.

GENERAL RESPONSIBILITIES

Under policy-based governance, the Board of Directors is responsible for strategic planning, approval of church policies, and oversight (monitoring) of all church activities. It does not deal with day-to-day operations of the church except in an oversight capacity.

SPECIFIC RESPONSIBILITIES

The Board

- Must approve a line item budget before the beginning of the fiscal year (July first) and shall present a summary of this budget to the Society at its annual meeting.
- May establish committees that it deems necessary to accomplish the mission of the Society. Chairpersons for those committees will be appointed by the Board upon recommendation by the President.
- Will monitor, on a monthly basis, different aspects of the church's operations, on a schedule determined by the Board and the Executive Team.
- Is responsible for appointing the search committee for congregational approval for the hiring of a called minister.
- Will attend Board meetings on a regular basis. Board meetings are held once a month, on the third Sunday, with occasional additional meetings.
- Will be an active participant, volunteer to serve on Board committees and task forces, and to work on projects and participate in activities as needed.
- Read e-mail regularly.
- Subscribe to the list-serve (e-list discussion list and Announce2 list) and social media outlets used by the church in order to stay current with the pulse of the congregation.
- Fulfill Board Member on Duty (BMOD) responsibilities (or arrange to have another Board member substitute.)
- Read all Board meeting documents before the monthly meeting.
- Attend Board retreats.
- Attend services on a regular basis and be a visible presence in the fellowship hall after services to welcome guests, to welcome newcomers and to communicate with members.
- Attend new member functions.
- Be a financial supporter of the church.
- Participate actively in the stewardship campaign.
- Participate in the TVUUC gift card program.
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DESIRED QUALITIES

- Passionate about the TVUUC mission
- Interest in governance
- Willing to learn about church operations
- Sense of humor

Time commitment: 7-8 hours/month

Revised Nov 2010 – Linda Randolph and Grier Novinger

Revised Oct 2013 – Alan Moore
Revised July 2014 – Linda Randolph
Revised & approved by Board of Directors 6-21-15