

Tennessee Valley Unitarian

Charter:

Universalist Church

Principle author: L. Randolph

Approved by:	President, Board of Directors	Document No: CH.000.00
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Approved by:	Signature: <i>[Signature]</i>	Date: <i>[Date]</i>
Chloe Airoldi-Watters	Board approved Sept 2012	<i>[Date]</i>
Chief of Staff	Signature: <i>[Signature]</i>	Date: <i>[Date]</i>
Rev. Chris Buice	Revised and Board approved 09/17/19; President: Denise Coleman	<i>[Date]</i>

- A. **Purpose of the Charter** To describe the composition, role, and responsibility of the TVUUC Board of Directors.
- B. **Authority** The Board of Directors was established in accordance with church bylaws and is answerable to the congregation.
- C. **Scope** The Board of Directors serves the Church and is responsible for following the bylaws as approved by members at congregational meetings. The Board sets the vision for the Church, develops annual goals, and monitors progress toward achievement of goals and objections as aligned with and in support of the TVUUC Mission.

On behalf of the congregation, the Board shall have general charge of the property of the Church, the conduct of all business affairs of the Church, and oversight of the administration and of the Endowment Fund Committee activities and disbursements. The Board shall have the power to make appointments as it deems appropriate and necessary and to otherwise set policies for the conduct of TVUUC affairs.

D. Membership

Board membership comprises the following positions:
Church Officers

- President,
- President-elect
- Immediate Past President
- Secretary/Clerk
- Treasurer
- Treasurer-Elect

Seven members at large
May have one or two youth representative(s)
members Senior Minister (non-voting ex-officio)
Director of Administration (non-voting ex-officio)

E. Responsibilities of the Board:

*The Board of Directors is responsible for setting policies and for oversight of all aspects of Church operations to include management of Church property, conduct of all business affairs, and administration of Church programs and for oversight of the Endowment Fund Committee activities and disbursements.

*The Board must approve a balanced line item budget before the beginning of the fiscal year (July 1) and shall present a summary of this budget to the congregation for approval at the annual congregational meeting.

*The Board sets the date for the annual congregational meetings and for any additional congregational meetings, as needed.

*The Board may establish committees it deems necessary to accomplish the mission of the Church, and chairpersons for those committees may be appointed by the Board upon recommendation of the President.

*The Board is responsible for conducting an annual performance review of the Senior Minister. See *Senior Minister Evaluation Procedures* for detail.

*The Board shall approve the search committee for the hiring of the Director of Administration.

F. Responsibilities of the Board Members

See *Board of Directors Job Description*, attached.

G. Direction and Control The Board must act in accordance with TVUUC bylaws, as approved by the congregation, and is accountable to the congregation.

H. Decision Making Process The Board works toward consensus, with all members provided the opportunity to voice opinions, but decisions are made by majority vote.

I. Meeting Frequency and Duration

The Board meets once a month on a day and time agreed to by the Board and Executive Team with additional meetings called by the president as needed.