

January 2019

FUND TRUSTEE POSITION DESCRIPTION

Article IX, Section 8 of Bylaws. Fund Trustees:

The Fund Trustees shall consist of three (3) members: the Finance Director, and two Fund Trustees elected by the congregation, one elected each year. The elected Fund Trustees shall be members of the congregation, may not be members of the Board, and shall serve for two-year terms. Fund Trustees may not serve more than three consecutive full terms. The Treasurer may attend all meetings of the Fund Trustees but cannot vote.

The Fund Trustees shall serve as trustees of all endowment and other special funds authorized by the Congregation or the Board. Two (2) of the three (3) Trustees must consent to any request made by the Board for funds under their trusteeship. They shall abide by separate fund charters established by the Board or Congregation for each of the funds.

Purpose of the Position:

To work with other members of Fund Trustees to ensure the stability of the current funds the trustees oversee.

Roles and Responsibility of Fund Trustees:

All Fund Trustees

- Quarterly meeting with the Fund Trustees
- Fill the role of either chair or secretary
- Ensure that the Charters for each fund are current with Finance Council and Board goals
- Take part in voting for expenditures from funds
- Review and recommend changes in fund charters to the Board of Trustees as appropriate

Chair

- Builds agenda for meetings based on input from committee members
- Interfaces with Board when necessary
- Runs quarterly meetings
- Assigns tasks to group members
- Prepares report for the Annual Congregational Meeting

Secretary records decisions and other notes of meetings

Treasurer (Board appointed, ex-officio member of Fund Trustees)

- Tracks and report on current holdings
- Buys and sells funds as approved by the committee
- Has transfer responsibilities to/from operating account
- Reports to the committee on any CDs coming due

Amount of time Required: From one to two hours per month

January 2019

When Ministry is Performed: Quarterly meeting, as well as when need arises

Length of Commitment: 2 years

Training Provided: By current Fund Trustees and Finance Director

Responsible to: Board of Trustees and the congregation

Support Provided: Other Fund Trustees and Finance Director

Last revised: March 2019