

Proposed Structure of the Board

January 2019

- **President** is the chief administrator of the Congregation and shall preside at all meetings of the Congregation and all meetings of the Board. In addition, acts as liaison to committees below*.
- **Vice President** assists the President in the execution of his or her duties, monitors task-force/ad hoc committee development and assumes the duties of the President when the President is unavailable. In addition, acts as liaison to committees below*.
- **Immediate Past President (IPP)** remains on the board as a mentor to the President, to follow up on incomplete projects, to provide institutional memory to the Board and act as liaison to Leadership Committee (formerly Nominating Committee). **IPP is a voting member of the Board.**
- **Secretary** is responsible for all non-financial records of the church and keeps accurate minutes of all meetings of the Congregation and the Board.
- **Finance Director**, working with a Board-appointed, bonded, **non-voting Treasurer**, is responsible for:
 - Supervising the expenditure of church monies and provides for the written accounting of all the financial transactions of the church.
 - Keeping informed of the financial condition of the church, reporting to the Board and the Congregation, and preparing financial forecasts as required.
 - Serving as Board liaison for Treasurer, Fund Trustees, Stewardship & Pledge Campaign, Fund Raising, Property Committee/Building & Grounds Committee.
- **Program Director** is responsible for:
 - Keeping the Board informed of committee, program, and team activities from different areas of the church (Examples: Religious Education, Membership, Caring Circle, Denominational Affairs, etc.).
 - Reading monthly reports/meeting notes submitted by committee chairs/team leaders to facilitate communication between committees/teams and the board.
 - Periodically meeting with all committee chairs/team leaders to facilitate communication within committees/teams.
 - Annually working with committee chairs/team leaders to create a calendar of major activities (Examples: auction, lunches, dinners, adult RE classes, etc.) for the church year July through June.
 - Tracking volunteer needs and working with Membership to match members with volunteer needs but is not responsible for recruiting volunteers.

- The Program Director is not required to attend all committee meetings but may choose to attend when he/she feels it's appropriate or has been invited by a committee chair/team leader.
- **Member at Large** is responsible for:
 - Filling roles delegated to him/her by the President.
 - Leading short-term subcommittee assignments (for weeks or months).
 - Volunteer to lead projects that the Board deems valuable.
 - Board liaison for groups not assigned to the Program Director.

*President or Vice President are Board liaisons for Personnel Committee, Safe Congregation Committee or Committee on Ministry. Liaison determined based on interest and experience. As liaison the goal is communication and attending meetings only as needed.

President, Vice President and Immediate Past President are each a one-year term. Other Board positions are three-year terms.