

Governance Policy: Board Executive Committee

Intent

It is the Board's intent to provide clear, accurate, and thorough information about the responsibilities, duties, and expectations for the Executive Committee of the Board of Trustees of the Unitarian Universalist Congregation of Cleveland.

Relevant Mandates

From the Code of Regulations

Article VII, Section 1: General

- Committees are established to support the work of the Congregation. Board committees provide strategic support to the Board and are subject to direction by the Board of Trustees. Lines of accountability for these committees shall be determined by the Board of Trustees. These Board committees will never interfere with the delegation of duties from the Board to the Leadership Council for the day-to-day management and administration of the Congregation. Free Standing committees do not report directly to the Board. Special or ad hoc committees (Refer to section 5) may be established for temporary or special reasons (for example, Ministerial Search, Future Search, etc.). All other committees are the volunteer staff committees of the Congregation, which work together with the paid, professional staff doing the work of the Congregation at the direction of the Leadership Council.

Article VII, Section 3: Executive Committee

- The Executive Committee shall consist of the following members: the President, Vice President, Secretary, the Treasurer of the Board, and the past President. Initially, upon adoption of these Regulations, the Past Presidents of both First Unitarian and the Society, as defined above in Article IV, or such other person as may be properly designated, shall serve as members of the Executive Committee, until such time as the term of the Initial President expires and his or her successor is elected. During the interim between meetings of the Board of Trustees, the Executive Committee may act for and on behalf of the Board on ordinary or emergency matters, and shall report its acts to the next meeting of the Board.

Article V, Sections 3

- The President shall preside at all meetings of the Members and of the Board of Trustees and of the Executive Committee.

Article V, Section 5

- The Secretary shall be responsible for providing an accurate record of the proceedings of all official meetings of the Members, the Board, and the Executive Committee.

Boundaries

Along with the Board of Trustees as a whole, the Board Executive Committee may not ignore or fail to enforce mandates contained in the Code of Regulations and job description, or fail to carry out directions resulting from action taken at any meeting of the Congregation Members. The Executive Committee may not fail to carry out work delegated to it by the Board of Trustees.

The Executive Committee may act for and on behalf of the Board on ordinary or emergency matters between meetings of the Board of Trustees but it should avoid routinely acting in lieu of the Board. The Executive Committee will report and justify its actions to the full Board at its next regularly scheduled meeting.

Responsibilities

The Board of Trustees will review this policy every three years or as needed.

If changes are recommended to responsibilities or duties specified in the Code of Regulations, the Board will present those amendments to the Congregation for a vote at its next Annual Meeting.

Action Record:

Policy adopted by the UUCB Board of Trustees on April 28, 2020.

Review due by April 28, 2023.