

Governance Policy: Board Past President

Intent

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

Relevant Mandates

From the Code of Regulations

Article III, Section 6: Qualifications

All nominees for elective positions shall be Members of the Congregation who have reached the age of eighteen (18). A nominee for election to the Board of Trustees shall have been a Member of the Congregation for at least three (3) years as of the date of the Annual Meeting at which their name will be presented.

Article IV, Sections 2 and 3 and Article VIII Section 3: Position Description

(Article IV, Section 2, omitting "initial board" references) The immediate Past President is that individual whose term-of-office as President of the Congregation has expired due to the election of the next President. If that individual is unable or unwilling to serve as Past President, another individual may be designated by the Board to serve in such capacity.

(Article IV, Section 3) The immediate Past President shall serve on the board ex-officio for one year, or until the next President's successor is elected and qualified, and shall be a full voting member.

(Article VIII, Section 3) The Executive Committee shall consist of the following members: the President, Vice President, Secretary, the Treasurer of the Board, and the Past President.

Other Duties Specified in the Code of Regulations

Leadership Council

(Article VI, Section 2) The Congregational Minister, another staff member appointed by the Board, the **Past President** and the Treasurer shall comprise the Leadership Council (the "Council"). If for any reason either the Treasurer or the **Past President** is unable to serve on the Council, another member of the Board shall be appointed by the President to serve. The Council shall be responsible for the day-to-day operations of the Congregation consistent with policies established by the Board, and may, with the approval of the Board, appoint additional staff persons or Members to serve on the Council.

(Article VII, Section 2) The Leadership Council will work cooperatively to provide professional leadership in the execution of the purposes and objectives of the Congregation. As such, the Leadership Council is responsible for the administration and day-to-day management of the Congregation and supervision of both paid and volunteer

staff, unless otherwise specified in other sections of these by-laws. The Leadership Council, upon request of the President, reports to the Annual Meeting of the Members.

Boundaries

As with the Board of Trustees as a whole, the Past President 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.

Responsibilities

The Board of Trustees will review the Job Description annually and revise 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 Board of Trustees on 6/23/2020.

Job Description: UCC Board of Trustees Past President

Intent: This description fulfills the responsibilities established in the Governance Policy: Board Past President.

Responsibilities (areas of authority)

- Sit on the Leadership Council, the operations leadership team for UCC, and typically act as the chair of that council.
- Sit on the Executive Committee
- Perform such other duties as the Board of Trustees may prescribe

Duties (Tasks that must be carried out)

- Fulfill duties and obligations of board members described in Article IV Sections 5-7 of the UCC Code of Regulations
- Serve as chair (typically) of the UCC Leadership Council

Expectations (Anticipated conduct or behavior)

- Uphold the tenets of the Board of Trustees Covenant
- Display a sense of trust and transparency between and among other board members and the congregational staff and members
- Provide continuity and institutional memory

Action Record:

Job descriptions adopted/reviewed/updated by (body) on (date).