

Governance Policy: Board Secretary

Intent

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

Relevant Mandates

From the Code of Regulations¹

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 his or her name will be presented.

Article V, Section 1

- No person may hold more than one officer position within the Congregation at the same time.

Article V, Section 2

- After the Annual Meeting of the Congregation Members, the Board, at its first regular or special meeting, to be held no later than June 30 of the year of the Annual Meeting, shall meet and choose from its members a President, a Vice President, and a Secretary.
- The terms of these Officers will begin immediately following this Board meeting and will continue until the next slate of officers is selected.

Article V, Section 5: Position Description

- 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. They shall give appropriate notice of all meetings of Members and of the Board, shall oversee the posting and publication of notices as required by these Regulations, and shall perform such duties as the Board may prescribe.

Other Duties Specified in the Code of Regulations:

- A nomination for any specific elective position may also be made by petition to the President signed by at least ten (10) Members, provided that for a period of at least fifteen (15) days prior to the Annual Meeting, such petition shall have been posted on the bulletin Board of the Congregation and a copy thereof shall have been presented to the President or Secretary
- The Executive Committee shall consist of the following members: the President, Vice President, Secretary, the Treasurer of the Board, and the Past President.

¹ Edited to be gender-neutral

- Receive petitions, signed by at least ten Members, that have been posted for at least fifteen days prior to the Annual Meeting for candidates for any specific elective

Job Description

Boundaries

Along with the Board of Trustees as a whole, the Board Secretary 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 May 26, 2020.

Job Description: Board Secretary

Intent: This description fulfills the responsibilities established in the Governance Policy: Board of Trustees.

Responsibilities (Areas of authority)

- Record keeping for the Board of Trustees;
- Record keeping for the Executive Committee;
- Record keeping for Congregation-wide events, such as the Annual Meeting;
- The publication of notices of Meetings for the Board of Trustees, Executive Committee, and other ad hoc notices

Duties (Tasks that must be carried out)

- Takes attendance at board meetings and ensures there is a quorum (defined by the bylaws) at both board and congregational meetings
- Serve on the Executive Committee;
- Providing an accurate record of the proceedings of all official meetings of the Members, the Board, and the Executive Committee;
- Providing appropriate notice of all meetings of Members and of the Board;
- Oversee the posting and publication of meeting notices;
- *Designs meeting agendas for all Board and Congregational Meetings (in conversation with executive committee) [in conflict with presidential description]*
- *Receive petitions, signed by at least ten Members, that have been posted for at least fifteen days prior to the Annual Meeting for candidates for any specific elective**
- Perform other duties as the Board may prescribe.
- Sends out minutes to board members within 5-7 days after the meeting so that action items and assignments are remembered.
- Responsible for certifying the congregation's membership in the UUA.
- Keeps the official record of church membership and other data that is needed for annual UUA certification; in conjunction with the treasurer prepares a list of voting members thirty (30) days prior to any business meeting of the membership.

Expectations (Anticipated conduct or behavior)

- Ability to record accurately the motions, resolutions and votes of the board of trustees and, at the annual meeting, of the congregation.
- Ability to summarize the discussions and actions of the board (and the congregation, at the annual meeting) to place into the minutes of each meeting.

- Provide attention to detail regarding composition of the board meeting minutes and the minutes of the annual meeting.
- Provide attention to the distribution of all minutes and other official documents of the board of trustees and, at the annual meeting, of the congregation, and filing of all documents pertaining to official business.
- Facilitate communication between the Board and the congregation.

Action Record:

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