

# Governance Policy: Board Vice President

## Intent

It is the Board's intent to provide clear, accurate, and thorough information about the responsibilities, duties, and expectations for the Vice 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 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 4: Position Description**

- The Vice President shall act for the President in case of the absence, incapacity of, or need for assistance by the President, and shall perform such other duties as the Board of Trustees may prescribe.

#### **Other Duties Specified in the Code of Regulations:**

- The Executive Committee shall consist of the following members: the President, Vice President, Secretary, the Treasurer of the Board, and the Past President.

## Boundaries

Along with the Board of Trustees as a whole, the Board Vice 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.

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### **Action Record:**

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

Review due by April 28, 2023.

# Job Description: Board Vice President

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

## **Responsibilities**

- Act for the President in case of the absence, incapacity of, or need for assistance by the President
- Perform such other duties as the Board of Trustees may prescribe
- Act as Chair the Membership Committee (2020-21 start)

## **Duties**

- Assume the duties of the Board President in case of absence
- Fulfill duties and obligations of board members described in Article IV Sections 5-7 of the UCC Code of Regulations
- Serve as Chair of the Membership Committee

## **Expectations**

- Uphold the tenets of the Board of Trustees Covenant
- Perform duties that display a sense of trust and transparency between and among other board members and the congregational staff and members

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## **Action Record:**

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

To be reviewed annually.