

# DRAFT Leadership Council Policy

**Policy Definition:** *a Policy is a statement that outlines the Leadership Council's intentions to live out our UU values; comply with mandates; set boundaries on actions, decisions, or activities; and delegate responsibilities. Delete this definition from approved version of the policy.*

## Intent

The Leadership Council is a collaborative body that provides operational leadership to carry out the mission, vision, goals and purposes of the congregation.

## Relevant Mandates

### From the Code of Regulations

#### Article VI, Section 2:

The Congregational Minister, another staff member appointed by the Board, the past President and the Treasurer (or member of the Finance Committee designated by the Chair of the Finance Committee) shall comprise the Leadership Council (the "Council"). If for any reason the Treasurer, Finance Committee designee or the past President is unable to serve on the Council, a member of the Board shall be appointed by the President to serve. (amended 2020) 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 VI, Section 3:

The Congregational Minister shall be responsible for the pulpit; shall serve a leading role on the Congregation's Worship Team, shall have a day-to-day leadership role in general oversight and responsibility for Congregation programs and staff support, shall bring to the attention of the Board any matters which the Minister deems pertinent to the general welfare of the Congregation, and shall work in a collegial and collaborative fashion with the Board and the staff person in charge of religious education in promoting the objectives and purposes of the Congregation. The Congregational Minister shall make a full report to the Annual Meeting of Members.

#### 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.

#### Article VIII, Section 1:

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 VIII, Section 4:**

Working Groups: The Leadership Council may also establish and manage committees, working groups or task forces as required to help conduct the work of the Congregation.

**Article X, Section 5:**

No employee of the Congregation shall serve as a Trustee nor shall any immediate family member of any member of the Leadership Council serve as a Trustee. For purposes of this provision, an immediate family member means the spouse, parent, child, sibling or domestic partner of a person.

## Boundaries

The Leadership Council may not take actions reserved to the Congregation, Minister, or Board of Trustees by the Code of Regulations.

The Leadership Council may not ignore or fail to enforce mandates contained in the Code of Regulations, or fail to carry out directions resulting from action taken at any meeting of the Congregation Members.

## Responsibilities

The Leadership Council shall develop and maintain an Operations Manual to guide the decision making and functions of the day-to-day operations of the Congregation.

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**Action Record:**

Policy adopted by Board of Trustees on 11/24/2020.