

UUFLG Board of Trustees Operating Practices

The governance policy described in the bylaws and by our common practice is one in which we operate through committees. Each committee is responsible for an area of operations, defined by the board, and has the authority to make its own decisions within that area with minimum limitations. These limitations include:

- Keep its activities consistent with its area of operations and with the mission of the Fellowship.
- Keep the committee's expenses within its total budget allocation for the year unless Board approval is obtained to exceed it.
- Coordinate with other committees which are affected by its decisions.
- Obtain Board approval for paid staff personnel actions including hiring, the contract and termination. The Board performs the staff performance evaluations.
- Obtain Board authorization for non-budgeted expenses. Non-budgeted expenses are paid from reserve funds authorized by the Board for that committee's use. These funds hold moneys obtained from special collections and fundraising activities for the committee's own projects as well as allocations from the operating budget and from special member contributions made by the Board. Once the Board authorizes the creation of a reserve fund for use by a committee, no further approval has been required for specific expenditures from that fund.

Given that the operations of the Fellowship are carried out through relatively independent committees, the Board function, relative to the committee operations, is to support inter-committee coordination through sharing reports from each committee of its activities at each Board meeting. This communication function among Board members is very important not only for the efficient running of the Fellowship, but also to generate an environment of working together to support our mission. If Board members carry this environment of working together back to their committees, it can spread through the committees and the whole membership to support a high morale and generate energy.

To this end, the board encourages the following practices:

- Each committee to submit a report of its current activities to the Board by email a minimum of two days before each Board meeting. This provides Board members a chance to review these reports and develop questions and concerns for discussion at the Board meeting.
- All items of new business to be brought up at the meeting to be circulated to Board members several days in advance of the Board meeting, including any background material. This will give Board members time to review and prepare

their views as well as that of their committees. This does not mean the items of new business cannot be brought up at the meeting, but if they are of significant consequence, consideration should be given to tabling decision to the next meeting to allow more thorough review and evaluation by the Board members and their committees.

- The agenda for the meeting be emailed to the Board members at least two days before the meeting in order to encourage Board members to prepare to discuss the old and new business. The agenda to list all items of old business to be dealt with about which Board members already have adequate background information, as well as items of new business requested by Board members and for which relevant background information has already been distributed.
- Board members come prepared to discuss their committee reports and old and new business agenda items. If a Board member cannot attend, a member of that committee should attend the Board meeting and be prepared to discuss that committee's report and old and new business agenda items.
- In the event a Board member finds they are unable to regularly attend and participate in Board meetings, the Board member is encouraged to consider withdrawing from their Board position in favor of seating an alternate member of the UUFLG Congregation.