



## Policy Board Member Roles and Responsibilities Final to Board Nov 2013

Summary: Policy Board members come from, are accountable to, and work in service to the congregation of First Unitarian Church. This service, in keeping with the congregation's mission and covenant, consists of deep involvement in the discernment of congregational needs and activities. Each member is responsible for a specific function as assigned by the Church President. These areas include Capital Budget and Long Range Planning, Committee on Ministry, Nominations and Leadership and Healthy Congregations (Peace-Building Team).

### Organizational Relationship:

- Elected by Congregation
- Member of the Policy Board

### Key Responsibilities:

- Seek consensus and discernment on mission and covenant
- Makes policy
- Provide financial oversight
- Monitors degree to which programs, services and outreach reflect and support the mission of the church
- Engages in long-range planning and decides macro-level goals
- Develops leaders and process for developing leaders; through Nominations and Leadership Development Committee; identifies and proposes candidates for Church leadership
- Periodically reviews governance structure and corporate documentation of the Church
- Serves as liaison to one of Policy Board Committees . Communicates regularly to the Committee and to the Policy Board about the Committee. Supports the Chairman of the Committee as needed, referencing Church Policies, leadership experience as needed.
- Regular attendance at Policy Board Meetings
- Constructive communication with other Policy Board Members

### Key Relationships:

- Church Officers and Policy Board Members
- Minister(s)
- Members of Committee for which he/she is responsible
- Congregation
- Church Staff