

GOVERNANCE PROCESS 1 GLOBAL GOVERNANCE COMMITMENT

The purpose of the BOT, on behalf of the Unitarian Universalist Church of Lancaster, will be to govern so that the UUCL achieves the goals of its Mission Statement and Vision Statements per the BOT'S Ends policies with appropriate use of its resources and to avoid unacceptable actions and situations as defined in the bylaws as of July 11, 2007 and these policies.

Approved 4/08/08, Revised 4/08/08

GOVERNANCE PROCESS 2 GOVERNING STYLE

The BOT will govern with an emphasis on (1) vision, (2) accomplishment of the UUCL Mission Statement, (3) encouragement of diversity in viewpoints, (4) strategic leadership, (5) collective rather than individual decisions, (6) clear distinction between BOT and Operations Team/staff roles, (7) open communication on information. Accordingly, the BOT will:

- Direct and guide the church through the careful establishment of BOT written policies reflecting the congregation's vision and mission statements, about ends to be achieved. The main policy focus will be on achieving the intended long-term ends statements, not on operations and programming.
- Cultivate a sense of group responsibility. The BOT will be the initiator of policy, not a reactor to staff initiatives. The BOT will be accountable to the congregation and will allow no officer, individual or committee to usurp this collective role or hinder this discipline.
- The BOT shall covenant to practice whatever discipline is needed.
 1. This will apply to policy-making principles, respect for defined roles, attendance, preparation and ensuring continuance of governance capability.
 2. Continual BOT development will include orientation of new BOT members in the BOT's governance process and BOT's periodic discussion of process improvement and UUA programs relative to Policy Governance.
 3. Members of the BOT will respect the work done by the body, and as such speak with respect of decisions and the board's authority to make them.
 4. The President is the official representative of the BOT. All public information on representations, statements and decisions made by the BOT should be communicated by the President or appointed designee.
- Monitor and regularly discuss the BOT's process and performance.
- Ensure continuity of BOT actions and maintain accurate records of its actions.

Revised: 9/21/2009

Approved: 9/21/09

GOVERNANCE PROCESS 3 BOARD JOB DESCRIPTION

The task of the Board of Trustees (BOT) is to represent and lead the congregation in determining UUCL'S mission statement and visions and ensure that the Ends are fulfilled. The BOT determines and requires appropriate organizational performance. These responsibilities are subject to provisions in the bylaws, defining the respective jobs of the BOT, its officers, the congregation, and the operations team.

Accordingly, the BOT shall:

- 1.**
- 2. Write governing policies that realistically address starting at of all organizational decisions the broadest levels, including:**
 - a. Agree upon ends Statements**
 - b. Operations Team limitations: Parameters that reflect the UUCL vision and ends statements.**
 - c. Governance Process: shall reflect commitment to the BOT covenant and to self assessment.**
 - d. Board – Operations Team relationship: shall be open and supportive in how power is delegated and its proper use monitored.**
- 3. Provide, on a regular basis, a variety of forums for exchanging information with the congregation.**
- 4. Establish the date by which the Operations Team must submit a proposed, realistic budget.**
- 5. Receive and act on recommendations of the Committee on Ministry regarding ministerial compensation packages.**
- 6. Approve and recommend annual budgets to the UUCL membership.**

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GOVERNANCE PROCESS 4 AGENDA PLANNING

To accomplish its job in a governance style consistent with board policies, the BOT will follow an annual agenda that (a) completes reexploration of Ends policies annually and (b) continually improves BOT performance through BOT education and enriched input and deliberation.

- 1. The annual agenda will conclude on the last day of June so planning and budgeting can be based on accomplishing a one-year segment of the BOT's statement of long-term goals.**
- 2. The annual agenda will start with the BOT's development of its Ends visions/policies for the next year.**

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