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Basic Responsibilities of Members of the Board of Trustees, UUCLV

Policy Statement

The Congregation must be confident that elected or appointed members of the Board of Trustees will carry out important responsibilities for the term of each individual Board member. This policy and procedure will serve as a guide to how members of the Board must fulfill their obligations when accepting nomination and election or appointment to the Board.

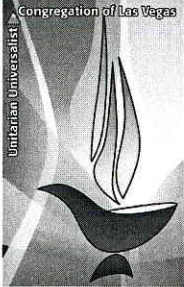
Responsible parties: All elected or appointed members of the UUCLV Board of Trustees.

Procedure

Upon appointment to fulfill vacated positions or when nominated and elected as a member of the UUCLV Board of Trustees, each person will be asked to affirm his or her commitment to fulfill the duties required of this position of trust within the Congregation. Each member of the Board will be asked to make this commitment by signing the attached pledge to support the activities and responsibilities of the Board. This policy shall be disseminated to all prospective Board members before running for the Board. It shall be signed at their first meeting and entered into the permanent record of the UUCLV.

Summary: This policy and procedure describes the trust UUCLV places in the duly appointed or elected members of its Board of Trustees and the accountability of those Board members. This policy and procedure shall remain in effect until revision is required, accomplished, and approved by the Board of Trustees.

Attachment: Board Member Pledge

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UUCLV Board Member Pledge

1. Election or appointment to the Board of UUCLV carries responsibilities for attendance at duly constituted meetings of the Board. Absence at two consecutive meetings shall be followed by an inquiry from the President of the Board or a designated Board member to ascertain whether the absent Board member is interested in continuing to serve. Absence at three consecutive meetings shall constitute resignation from the Board, unless a majority of the Board votes to retain the member.

2. Members of the Board of Trustees are of two types: (1) Officers, including the President, Vice President, Treasurer and Secretary, and (2) Members at Large. Most officers' duties are defined by the bylaws of UUCLV. Additional duties are defined in this policy.

3. Duly elected or appointed members of the Board of UUCLV are responsible for the following activities:
 - a. Attendance at and participation in Board meetings

 - b. Active participation on subcommittees, planning meetings, working groups, task forces, and other duties as assigned by the Board.

 - c. Participation as a liaison to a designated committee of the congregation. Duties associated with this role are defined below.

 - d. Assistance with developing a vision for the budget drive. As a part of the budget drive, members of the Board agree to lead by example in their personal pledge goals.

4. Members of the Board, whether officers or members at large, agree that all discussions are open, except those which occur in executive session dealing with personnel or other legally sensitive matters, and that when a decision is reached through the democratic process, all members will support that decision.

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5. Board members will educate themselves as to the policies of this Congregation and uphold these policies. Should a Board member find a policy that needs revision, that Board member shall bring proposed revisions or issues to a duly constituted Board meeting for discussion.

6. Board members, whether officers or members at large, are responsible for providing direction as a group to the Congregation.

7. All members of the Board, with the exception of President and Treasurer, shall serve as a liaison to at least one committee that does not answer to the program council or the minister. The liaison system has been developed to provide a conduit for information to flow freely between individual committees and the Board of Trustees. Liaisons are not responsible for committee operations, nor do they have any supervisory control over committees. Liaisons are to serve as resources for committees by answering questions which may arise and communicating information, actions, or needs from committees to the Board and from the Board to committees. Board liaisons are responsible to contact chairs of designated committees at least once a month.

Signature

Date