

OCUUC TRUSTEE ROLES AND RESPONSIBILITIES

Draft #2 [C. Berger – L. Scoby 10/16/05]

PER THE BYLAWS

Trustees have three-year terms with two Trustees elected in two of the years and three elected the third year. Trustees...may not be elected to a second term in succession in their positions.

Trustees have two primary responsibilities:

- To vote on general Board matters; and
- To serve as liaison to the Board for assigned Groups. If Group concerns cannot be effectively handled by the Program Council; the Trustee facilitates the communication between a Group and the Board.

Trustees may be assigned additional duties by the Board.

HOW THIS WORKS IN PRACTICE...

Trustees are expected to:

- Act as the primary Board liaison for 5-10 committees / groups. First-year Trustees may be paired with a more experienced Trustee.
- Maintain ongoing communication with the committees and groups you are assigned in order to:
 - Conduct check up calls at least monthly and attend meetings with the Committee Chair and/or group as needed. Keep records [note: there is no set format for record keeping].
 - Keep Board informed about committees/groups via timely reports (through VP Programs or directly as appropriate).
 - Facilitate the removal of barriers and open lines of communication. Assist church committees and groups not otherwise represented on the Board to communicate to Vice President of Programs/Board of Trustees any changes in status, needs or concerns, and progress toward its own goals or those of the church.
 - Inform church committees and groups of changes to policies and procedures that may affect them.
 - Determine whether or not the committee/group is active and functioning within church guidelines (see Church Bylaws and Board Standing Rules).
 - Facilitate implementation of Long Range Planning strategic goals.

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Additional duties and expectations may typically include:

- Encourage Committee Chairs to attend quarterly Program Council meetings.
- Participate in annual Board Orientation Session and other occasional board sessions that are held in addition to the monthly meetings.
- Head one or more task forces based on initiatives with strategic implications for your assigned Committees or for the Church's Long Range Planning objectives. These task forces generally have a term of up to 6 months, but this can vary.
- Consistently attend church and/or participate in the RE program, and participate in the broader range of Church activities (e.g., Auctions, Concerts / Music Programs, New Member Events, Committees and Covenant Groups).

Trustees can expect to dedicate the following amount of time:

- Annually: weekend **Board Retreat**, typically in late summer, Friday night and all day Saturday. Involves up to 4 hours pre- and post-retreat planning and reporting.
- Monthly:
 - **Contact committees and record their progress** (average 20 minutes per committee, longer in the early months of your term).
 - **Attend Board Meetings**, typically the 3rd Monday evening of every month, lasting approximately 2-3 hours.
- Ad Hoc: The additional duties noted above will vary, and could involve several hours or more per month, based on your willingness and ability to accept the additional responsibility.