

**ABRAHM LINCOLN UNITARIAN UNIVERSALIST CONGREGATION
POLICIES AND PROCEDURES
BOARD OF DIRECTORS' MANUAL**

Purpose: The purpose of the board of directors.....take from by-laws

Only members of ALUUC are eligible for board of director positions.

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Job description and responsibilities:

In accepting an appointment to the board of directors, the ALUUC member assumes the responsibility to do the following:

1. Participate in an active manner in the activities of the congregation. This includes but is not limited to attendance at Sunday services, board meetings, committee nights, major fund and other events as requested by the board president or minister. (See Board's calendar of church activities on next page.)
2. Serve as a liaison to a committee. Committee assignments will be established early in the fiscal year. Board members are expected to attend committee night and deliver a verbal or written report (as requested by the committee chair or congregation president) to the board at the following board meeting. The six directors of the board will be assigned as liaisons to the following committees: Facilities, Fellowship/Membership, Social Action, Program, Religious Education, and Electronics & Communication. The treasurer will serve as the liaison to the Finance Committee. The secretary will serve as the liaison to the Personnel Committee. The vice president will serve as the organizer of committee chairs. The president is unassigned.
3. Act as a leader of the congregation in both word and deed. This means that board members will assume positions of leadership within the congregation, regardless of the event. This does not mean, necessarily, leading the event. If not leading, the board member should attend meetings, help the chair and encourage others to participate.
4. Welcome new members and visitors: The board of past years has requested that the first 15 minutes after any Sunday service is for greeting visitors and new members. Please spend these few minutes each week seeking out those who are not familiar faces and welcoming them. If the person expresses an interest in a particular area of the church, introduce them to the committee chair or active member of that group. Make sure they have a visitor packet. Make sure they get a cup of coffee. Make sure they are not left standing alone and feeling awkward.
5. Assume ad hoc duties as requested by the president.
6. Remember always that the board members of ALUUC are the most visible representatives of ALUUC. What we think, feel and say to the community at large will set the tone for everyone else. Be positive, be up-beat, and, whenever possible, do this with true joy in your heart. You are, after all, part of a community that cares about you.

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Church Year Activities: The following are events at which the presence of board members is expected. Obviously, not everyone will be able to attend each event but please make every effort to do so.

Annual Meeting: The annual meeting is traditionally held the first Sunday in June.

Monthly board meetings: Monthly board meetings are held the first Tuesday evening of each month.

Sunday services: Every Sunday morning, in case you hadn't noticed.

Board Retreat: The board retreat is a training/get acquainted session for board members. It is typically held sometime during the early summer for the following year's board (as of July 1).

Committee Night: Committees of ALUUC traditionally meet on the third Tuesday of each month. There are exceptions. Please find out when your committee meets and attend the meetings.

Major fund raisers: There are several major and minor fund raisers. They are typically scheduled as follows:

Stewardship Drive: March

Fantasy Auction: February or May

Midsummer Fair: June

Garage Sale: September

Various minor fund raisers: throughout the year