

UUFSD Policy and Procedure Document
Policy ID: 110
Title: Officers' Responsibilities
Date Approved: July 12, 2010 by the Board of Directors

Purpose

To specify the duties of the officers of the Fellowship.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VII, states the following:

SECTION 1: OFFICERS

The Officers of the Fellowship shall be a President, who shall also serve as Chair of the Board, and a Vice President, who shall be members of the Board; and a Corporate Secretary and a Treasurer, who may or may not be members of the Board.

SECTION 2: ELECTION OF PRESIDENT AND VICE PRESIDENT

At the Annual Meeting, after the Board of Directors is elected, the President and Vice President of the Fellowship shall be elected by the Voting Members from among the members of the Board. No member shall be elected or eligible for election who has not given his/her consent. The President and Vice President shall each be elected for one year. The President of the Fellowship may not serve for more than two consecutive years.

SECTION 3: VACANCIES

If the office of President becomes vacant, the Vice President shall serve as President until the next regular Congregational Meeting, at which time the Voting Members shall elect a President from among the members of the Board, who shall serve until the next Annual Meeting.

If the President is absent or unable to carry out the duties of the office, the Vice President shall serve as President.

If the office of Vice President becomes vacant, the Board of Directors shall elect a Vice President, after consultation with the Nominations Committee. This person shall serve until the next Annual Meeting.

SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER

At its first Board Meeting following February 1, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Procedure

The responsibilities of the President are as follows:

- Convene and conduct meetings of the Board of Directors.
- Ensure that sufficient notice of the Board meetings is given to the Congregation, as specified in Article VI, Section 7 of the Fellowship Bylaws.
- Convene and conduct Congregational meetings. Ensure that sufficient notice of the Congregational meetings is given to the Congregation, as specified in Article V, Section 3 of the Fellowship Bylaws.
- Sign contracts on behalf of the Fellowship.
- Represent the Board and Congregation when needed.

The responsibilities of the Vice President are as follows:

- Assume the responsibilities of President when requested by the President or if the President is unable to carry out the responsibilities specified in this document.

The responsibilities of the Corporate Secretary are as follows:

- Establish that a quorum is present for Board meetings and Congregational meetings.
- Record the minutes of the Board meetings and Congregational meetings. Publish the minutes of these meetings after approval by the President.

The responsibilities of the Treasurer are as follows:

- As chief financial officer, the treasurer safeguards the congregation's funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to Fellowship officers and leaders. (Refer to Treasurer's Responsibilities policy 115 for specific duties.)