

Unitarian Universalist Congregation of Northern Chautauqua

Connecting with courage through love, faith, and service

UUCNC EXECUTIVE BOARD MEMBER RESPONSIBILITIES

Updated October 2017

ALL UUCNC EXECUTIVE BOARD MEMBERS SHALL

1. Attend board meetings and be prepared for meetings by reviewing the minutes and reports when received, reviewing the agenda when received, and doing assigned tasks before the next meeting.
2. Be as regular in Sunday worship service attendance as possible.
3. Be attentive to newcomers.
4. Facilitate communication between UUCNC members and the board.
5. Keep informed of UU issues and activities.
6. Represent UUCNC members at board meetings.
7. Use their talents, gifts, and abilities to the best of their ability to further the well-being of the UUCNC and its members.
8. Keep growing in the Unitarian Universalist faith.

THE PRESIDENT SHALL

1. Preside at board and congregational meetings.
2. Serve as ex-officio member of all standing and special committees.
3. Serve as the representative of the UUCNC to the Central East Region and UUA and/or appoint representatives with the concurrence of the board to functions of the Central East Region and the UUA.
4. Perform such other duties as are commonly associated with the office.

THE VICE-PRESIDENT SHALL

1. Assist the President and assume the duties of the President when the President is absent or unable to perform his or her duties.
2. Schedule and facilitate Coordinating Council meetings and act as liaison between the board and the committees.
3. Compile and have copied the annual reports from the various standing committee chairs, the affinity group contact people, the President and the Minister, and have them distributed at the annual congregational business meeting.

THE SECRETARY SHALL

1. The Secretary shall fulfill such duties as are customarily assigned to the office, including arranging for and reserving a space to hold meetings of the board.
2. Record and maintain minutes of board and congregational meetings, prepare copies for distribution to board members and keep a file of the meeting minutes available for UUCNC members to review.
3. Keep and maintain files of communications and UUCNC documents.

4. Prepare communications (letters, memos, etc.) between the board and other entities, when requested to do so by the board.
5. Coordinate with the correspondence coordinator for the oversight of mail collection and distribution.
6. Update, at least annually and at the start of a new congregational year, one hard copy of a board member handbook. Revise online documents included in member handbook.

THE TREASURER SHALL

1. The Treasurer shall have a list of voting members at each meeting of the congregation.
2. Administer the system of collection, care and disbursement of all funds belonging to the congregation, subject to the approval of the board.
3. Keep and maintain the UUCNC bank accounts and other financial accounts. This includes:
 - a. Serving as liaison to CPA firm (currently Bahgat and Laurito-Bahgat) for quarterly reporting and submittal of minister's withholding to the IRS and the NYS tax department.
 - b. Serving as liaison to our electronic giving processor, VanCo Services. This includes setting up the recurring donations on the actual processing end where the money gets transferred, and also on the accounting end in QuickBooks, where it gets recorded in our bookkeeping system.
 - c. Serving as liaison to stock broker (Bodell Overcash), requesting money transfers as needed and selling stocks upon recommendation of committee appointed for that purpose.
 - d. Entering interest and dividends received into QuickBooks from the statements provided by Lake Shore Savings and Bodell Overcash.
4. Keep and maintain all financial records of the UUCNC and entering of all expenditures, cash transfers between accounts, and all income in QuickBooks online.
5. Report financial activity to the board on a monthly basis. Generate monthly reports for board (income and expenses year to date compared to the same time period from the prior year). Provide summary commentary, especially regarding anything that is out of the ordinary.
6. Issue payments and checks as authorized to do so by the board or board President. This includes:
 - a. Paying bills as they are received, checking/verifying with committee chairs if any seem questionable.
 - b. Paying certain other expenditures on a regular basis without a bill being received. These include:
 1. Minister's salary due 1st of month
 2. Minister's housing due 1st of month
 3. Grange rent due 1st of month
 4. Minister's flex spending account due 1st of month
 5. Worship service speakers paid on Sunday of service, and miscellaneous rental fees for meeting rooms paid on request
 - c. Coordinating collection of payroll information from RE Committee and writing checks for RE teachers and child care provider and helpers once a month for the previous month.
6. Serve on Finance Committee for purpose of developing annual budget.
7. Provide information to Stewardship Committee for purpose of developing annual budget.
8. Fill out pledge forms to UUA/SLUDD as to our intentions for the following year, and pay our fair

share on a quarterly basis. (Reminders are usually sent.)

9. Maintain giving records so that people can receive end of calendar year receipts for tax purposes.

ASSISTANT TREASURER is not an Executive Board position.

The current Assistant Treasurer's duties include

1. Collect cash and checks from offering plates.
2. Determine if checks are pledges or not pledges. (A current list of pledging units is required.)
3. Enter data with QuickBooks software.
4. Endorse checks, count cash, complete deposit slip, and then print out slip from software.
5. Deposit funds in Lake Shore Bank on Monday. The teller stamps a printout which the Assistant Treasurer gives to the Treasurer for his or her records.
6. There are special instructions for Share the Plate, Tops cards, and T-shirt money. The current Assistant Treasure has only had experience with Share the Plate.