

## Trustees Board Responsibilities and Policies

The purpose of this document is to give each member of the Trustees Board and the Congregation as a whole a better understanding of the work of the Trustees Board and what is expected from members of this board. It is a general list of responsibilities and is not intended to be all-inclusive.

### 1. Board Responsibilities:

- I. Performs all functions in conjunction and guidelines of the Fulton Church Constitution.
- II. Financial affairs of the church:
  - a. Prepare annual budget for Congregation to approve at Annual meeting.
  - b. Monitor actual expenses v. budgeted expenses and make adjustments if needed.
- III. Oversee the care and custody of the property of the church:
  - a. Monitor and maintain property and facility conditions to a suitable level.  
Includes but not limited to:
    1. General repairs
    2. Grounds keeping and snow removal
    3. Pest Control
  - b. Maintain code compliance including documentation of inspections/reports on:
    1. Elevator
    2. Septic
    3. Fire protection systems
  - c. Equipment and Maintenance Purchases:
    1. The board shall be able to purchase equipment, materials and hire contractors as needed and within planned budget for the care and custody of the property of the church.

### 2. Member Responsibilities:

- I. Attend Trustee Board Meetings.
- II. Attend quarterly and annual church business meetings.
- III. Participate in Board Responsibilities
- IV. Board members shall elect a Chairman and Secretary for the Board.
  - a. Chairman Responsibilities:
    1. Facilitate meetings
    2. Single source of communications from church staff and Congregation for needs concerning Trustees.
    3. Prepares quarterly and annual reports for business meetings.
    4. Conducts review with board of all policies annually.
  - b. Secretary Responsibilities:
    1. Takes minutes of each meeting and sends copy to Church Administrative Assistant.
    2. Documents policy changes and update to Board Responsibilities and Policies form and sends copy to Church Administrative Assistant.

### 3. Policies:

- I. Auditing Financials:
  - a. Trustees Board shall seek a 3<sup>rd</sup> party cursory audit of church financials every other year (even years).

**4. Board Setup and Reporting:**

- I. Board consists of 6 voting members, 2 elected annually.
- II. Member terms are 3 years.
- III. Church Treasurer is advisory to board and non-voting.
- IV. Trustees Board reports/appeals to Deacon and Deaconess Board (D&D).
  - a. A representative from D&D shall attend Trustees Board meetings and act as a liaison between Trustees and D&D for communication and decisions.

Revised May, 2012