

Addendum to Policy III.E: Policy Monitoring Schedule

[amended 03/19/2009]

Policy III.E in the Governance Policy Documents accepted by the University Unitarian Church Board of Trustees on 19 April 2007 states:

“MONITORING EXECUTIVE TEAM PERFORMANCE: Monitoring Executive Team performance is synonymous with monitoring organizational performance against Board policies. Systematic and rigorous monitoring of Executive Team job performance will be solely against the Executive Team expectations: organizational accomplishment of Outcomes and operation within the Board established Staff Limitations. Monitoring will be as automatic as possible, using a minimum of Board time so that the work of the Board is focused on the future rather than review of the past.”

The monitoring requirements stated in the body of UUC Governance Policy are summarized in this addendum to aid in setting the scope and schedule of monitoring efforts by the Board of Trustees.

Procedures

- All reports are to be delivered in email to the members of the Board of Trustees and the Executive Team five days prior to the business meeting of the scheduled month.
- Printed copies of written reports delivered in email to the Executive Team are to be filed in the church office by the church staff.
- As requested by the Board of Trustees, electronic copies of written reports are to be posted on the UUC web site by the church staff.
- After the presentation of reports at each business meeting, a verbal reminder of which reports are expected at the next business meeting will be read by the chair and included in the minutes.

Outcomes Policies

Policy Name	Owner	Frequency	Schedule	Method
I.A-F: Outcomes	Board of Trustees	3x per year	September	Direct inspection by the board at the beginning of the new church year.
			March	Direct inspection by the board during budget development and pledge drive.
			June	Written report by the President to present at the annual meeting.
<i>Note: Additional inspections by the board related to progress on achieving outcomes may occur at any time, related to any congregational activities that may assist in this evaluation. The three inspections identified above represent the minimum monitoring requirement during any church year.</i>				

Limitations Policies

Policy Name	Owner	Frequency	Schedule	Method
II: Staff Limitations	Board of Trustees	Annually	August	Written report by the board on effectiveness of existing Limitations policies, including a summary of all policy changes approved by the board during the preceding year.

Policy Name	Owner	Frequency	Schedule	Method
II.B.1, II.B.3-4: Treatment of Staff, Anti-Discrimination and Personnel Policies	Executive Team	Annually	November	Written report by executive team describing development of or changes to related policies.
II.B.5: Treatment of Staff, Grievances	Executive Team	Semi-annually	September, February	Written report by executive team describing number, nature, and resolution of any resolved staff grievances from previous six months.
<i>Note: As necessary and at any business meeting, the Executive Team may elect to provide a verbal report describing status of any staff grievance(s) in process that the board should be aware of, in the interest of promoting a timely exchange of information.</i>				
II.C.1-4: Compensation and Benefits	Executive Team	Annually	April	Written report by executive team on compensation practices, including references and resources used to establish such practices.
II.D.3: Financial Planning and Budgeting, Capital Expenditures	Treasurer	Monthly	All business meetings	Written report delivered by finance committee reviewing capital spending to date (in conjunction with monthly cash flow report).
II.D.3: Financial Planning and Budgeting, Capital Expenditures	Executive Team	Annually	April	Written report by executive team documenting the proposed capital plan (in conjunction with the proposed annual budget, see II.E.12).
II.E.8: Financial Condition and Activities, Audit	Treasurer	Every 3 to 5 years	September	Written report by an external auditor contracted to audit church operations.
II.E.8: Financial Condition and Activities, Audit	Treasurer	Annually (in years with no external audit)	September	Written report by a church member qualified to audit church operations.
II.E.11: Financial Condition and Activities, Revenue and Expenses	Treasurer	Monthly	All business meetings	Written report delivered by finance committee on monthly cash flow (in conjunction with capital spending to date).
II.E.11: Financial Conditions and Activities, Investment Performance	Treasurer	Semi-annually	February, August	Written report delivered by finance committee with summaries of performance of invested funds and other accounts.
II.E.12: Financial Condition and Activities, Plan for Resource Allocation	Executive Team	Annually	April	Written report by executive team documenting the proposed annual budget (in conjunction with the proposed capital plan, see II.D.3).
II.F.1-2: Asset Protection, Risk Management	Executive Team	Annually	September	Written report by executive team covering implementation and distribution of emergency information.
II.F.1-2: Asset Protection, Insurance Coverage	Executive Team	Annually	August	Written report by executive team documenting insurance policies, limits, and coverage.
II.F.4: Asset Protection, Corporate Liability	Executive Team	Annually	August	Written report by executive team documenting directors' and officers' liability policies.

Policy Name	Owner	Frequency	Schedule	Method
II.I.2: Communication and Support to the Board, Changes at the Church	Executive Team	Annually	January	Written report by executive team on relevant trends and changes in church life and membership.
II.I.1-8: Support and Communication to the Board	Board of Trustees	Annually	June	Direct inspection by the board (end-of-year review).
II.K: Continuous Operation	Executive Team	Annually	September	Written report by executive team describing the Emergency Executive Team Succession Plan.

Linkage Policies

Policy Name	Owner	Frequency	Schedule	Method
III.A-F: Board Management Linkage	Board of Trustees	Annually	December	Direct inspection by the board on effectiveness of existing Linkages policies.

Governance Policies

Policy Name	Owner	Frequency	Schedule	Method
IV.A-I: Board Self-Governance	Board of Trustees	Monthly	All business meetings	Direct inspection by the board on efforts at excellence in governing, policy making, monitoring, attendance, etc.