

## Addendum to Policy III.E: Policy Monitoring Schedule

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 to the board officers by the second Thursday (one week prior to the BOT business meeting) of the scheduled month.
- Printed copies of written reports and exhibits are to be filed in the church office by the Secretary, along with the business meeting minutes of that month.
- As requested by the board, electronic copies of written reports and exhibits are to be submitted to the Web Advisory Team for posting on the UUC web site by the Secretary, along with the business meeting minutes of that month.

## Monitoring Schedule by Policy Name

### Outcomes

Policy Name	Frequency	Schedule	Method
I.A-F: Outcomes	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 (end-of-year review).

### Limitations

Policy Name	Frequency	Schedule	Method
II: Staff Limitations	Annually	June	Written report by the board on effectiveness of existing Limitations policies. Required exhibit: summary of policy changes approved by board.
II.B.1: Treatment of Staff, Discrimination	Annually	November	Written report by executive team. Required exhibit: Hiring Policies.
II.B.3-4: Treatment of Staff, Personnel Policies	Annually	October	Written report by executive team. Required exhibit: Personnel Policies.
II.B.5: Treatment of Staff, Grievances	Semi-annually	December, June	Written report by executive team regarding number, nature, and resolution of grievances. Required exhibit: Staff/Volunteer Grievance Procedures.

<b>Policy Name</b>	<b>Frequency</b>	<b>Schedule</b>	<b>Method</b>
<b>II.C.1-4:</b> Compensation and Benefits	Annually	January	Written report by executive team on adequacy of compensation practices. Required exhibits: Compensation Plan, Benefits Plan.
<b>II.D.3:</b> Financial Planning and Budgeting, Capital Expenditures	Quarterly	July, October, January, April	Written report by executive team reviewing capital spending to date. Required exhibit: Current Five-Year Capital Plan.
<b>II.D.3:</b> Financial Planning and Budgeting, Capital Expenditures	Annually	February	Written report by executive team. Required exhibit: Proposed Five-Year Capital Plan.
<b>II.E.8:</b> Financial Condition and Activities, Audit	Every 3 to 5 years	August	Written report by an external auditor. Required exhibit: External Audit Report.
<b>II.E.8:</b> Financial Condition and Activities, Audit	Annually (in years with no external audit)	August	Written report by executive team and treasurer. Required exhibit: Internal Audit Report.
<b>II.E.11:</b> Financial Condition and Activities, Revenue and Expenses	Quarterly	September, December, March, June	Written report by executive team. Required exhibit: Statement of cash flow.
<b>II.E.11:</b> Financial Conditions and Activities, Investment Performance	Semi-annually	January, July	Written report by executive team and treasurer. Required exhibits: YTD summaries of performance of invested funds and other accounts.
<b>II.E.12:</b> Financial Condition and Activities, Plan for Resource Allocation	Annually	March	Written report by executive team. Required exhibit: Proposed Annual Budget.
<b>II.F.1-2:</b> Asset Protection, Risk Management	Annually	September	Written report by executive team covering implementation and distribution of emergency information. Required exhibit: Emergency Procedures Policy.
<b>II.F.1-2:</b> Asset Protection, Insurance Coverage	Annually	August	Written report by executive team and treasurer. Required exhibit: Summary of policies, limits, and coverage.
<b>II.F.4:</b> Asset Protection, Corporate Liability	Annually	July	Written report by executive team and treasurer. Required exhibit: Summary of directors' and officers' liability policies.
<b>II.I.2:</b> Communication and Support to the Board, Changes at the Church	Annually	January	Written report by executive team on relevant trends and changes in church life and operation. Required exhibit: Membership Report.
<b>II.I.1-8:</b> Support and Communication to the Board	Annually	June	Written report by the board (end-of-year review).
<b>II.K:</b> Continuous Operation	Annually	September	Written report by executive team. Required exhibit: Emergency Executive Team Succession Plan.

## Linkages

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

## Governance

Policy Name	Frequency	Schedule	Method
IV.A-I: Board Self-Governance	Monthly		Direct inspection by the board on efforts at excellence in governing, policy making, monitoring, attendance, et. al.

## Monitoring Schedule by Calendar Month

### Board of Trustees

Schedule	Policy Name	Method
[every month]	IV.A-I: Board Self-Governance	Direct inspection by the board on efforts at excellence in governing, policy making, monitoring, attendance, et. al.
September	I.A-F: Outcomes	Direct inspection by the board at the beginning of the new church year.
December	III.A-F: Board Management Linkage	Direct inspection by the board on effectiveness of existing Linkages policies.
March	I.A-F: Outcomes	Direct inspection by the board during budget development and pledge drive.
June	I.A-F: Outcomes	Written report by the President (end-of-year review).
	II: Staff Limitations	Written report by the board on effectiveness of existing Limitations policies. Required exhibit: summary of policy changes approved by board.
	II.I.1-8: Support and Communication to the Board	Written report by the board (end-of-year review).

### Executive Team

Schedule	Policy Name	Method
September	II.E.11: Financial Condition and Activities, Revenue and Expenses	Written report by executive team. Required exhibit: Statement of cash flow.
	II.F.1-2: Asset Protection, Risk Management	Written report by executive team covering implementation and distribution of emergency information. Required exhibit: Emergency Procedures Policy.
	II.K: Continuous Operation	Written report by executive team. Required exhibit: Emergency Executive Team Succession Plan.
October	II.D.3: Financial Planning and Budgeting, Capital Expenditures	Written report by executive team reviewing capital spending to date. Required exhibit: Current Five-Year Capital Plan.
	II.B.3-4: Treatment of Staff, Personnel Policies	Written report by executive team. Required exhibit: Personnel Policies.
November	II.B.1: Treatment of Staff, Discrimination	Written report by executive team. Required exhibit: Hiring Policies.

<b>Schedule</b>	<b>Policy Name</b>	<b>Method</b>
December	<b>II.E.11:</b> Financial Condition and Activities, Revenue and Expenses	Written report by executive team. Required exhibit: Statement of cash flow.
	<b>II.B.5:</b> Treatment of Staff, Grievances	Written report by executive team regarding number, nature, and resolution of grievances. Required exhibit: Staff/Volunteer Grievance Procedures.
January	<b>II.D.3:</b> Financial Planning and Budgeting, Capital Expenditures	Written report by executive team reviewing capital spending to date. Required exhibit: Current Five-Year Capital Plan.
	<b>II.C.1-4:</b> Compensation and Benefits	Written report by executive team on adequacy of compensation practices. Required exhibits: Compensation Plan, Benefits Plan.
	<b>II.E.11:</b> Financial Conditions and Activities, Investment Performance	Written report by executive team and treasurer. Required exhibits: YTD summaries of performance of invested funds and other accounts.
	<b>II.I.2:</b> Communication and Support to the Board, Changes at the Church	Written report by executive team on relevant trends and changes in church life and operation. Required exhibit: Membership Report.
February	<b>II.D.3:</b> Financial Planning and Budgeting, Capital Expenditures	Written report by executive team. Required exhibit: Proposed Five-Year Capital Plan.
March	<b>II.E.11:</b> Financial Condition and Activities, Revenue and Expenses	Written report by executive team. Required exhibit: Statement of cash flow.
	<b>II.E.12:</b> Financial Condition and Activities, Plan for Resource Allocation	Written report by executive team. Required exhibit: Proposed Annual Budget.
April	<b>II.D.3:</b> Financial Planning and Budgeting, Capital Expenditures	Written report by executive team reviewing capital spending to date. Required exhibit: Current Five-Year Capital Plan.
June	<b>II.E.11:</b> Financial Condition and Activities, Revenue and Expenses	Written report by executive team. Required exhibit: Statement of cash flow.
	<b>II.B.5:</b> Treatment of Staff, Grievances	Written report by executive team regarding number, nature, and resolution of grievances. Required exhibit: Staff/Volunteer Grievance Procedures.
July	<b>II.E.11:</b> Financial Conditions and Activities, Investment Performance	Written report by executive team and treasurer. Required exhibits: YTD summaries of performance of invested funds and other accounts.
	<b>II.F.4:</b> Asset Protection, Corporate Liability	Written report by executive team and treasurer. Required exhibit: Summary of directors' and officers' liability policies.
August	<b>II.F.1-2:</b> Asset Protection, Insurance Coverage	Written report by executive team and treasurer. Required exhibit: Summary of policies, limits, and coverage.
	<b>II.E.8:</b> Financial Condition and Activities, Audit	Written report by executive team and treasurer. Required exhibit: Internal Audit Report. Required in years in which there is not a scheduled external audit.
	<b>II.E.8:</b> Financial Condition and Activities, Audit	Written report by an external auditor. Required exhibit: External Audit Report. To be scheduled every 3 to 5 years.