

Proposal to delegate Policy and Procedure Manual

For the past several years, we have been transitioning to policy-based governance, over time delegating more and more operational protocols and procedures to the executive (at first the executive team, now the minister). At the spring congregational meeting, the congregation passed new bylaws instituting this change and specifying what items require a congregational vote and are thus not delegated by the congregation to either the board of trustees or staff.

Since that time, we have finalized our new board policies, including setting executive limitations regarding items we further delegate to the minister. At our December 2011 meeting, we will vote on approving our board policies (to which we have been giving preliminary approval as we developed them). Assuming we approve our board policies, then, as we discussed at our Making it Happen retreat, any items remaining in the prior *Policy and Procedures Manual* become the realm of the minister, unless all or part of the item has been absorbed into board policy and/or the bylaws.

The attached document provides a color-coded outline of the *Policy and Procedures Manual* demonstrating which policies and procedures will remain but will be delegated to the minister to oversee and revise as needed and which items have been absorbed into and are thus superseded by the bylaws or board policy.

Please review the proposed motion below and the attached document. If you have any questions or concerns, please contact Chris Jimmerson as far in advance of the meeting as possible.

Proposed Motion

The Board of Trustees of First UU Church of Austin hereby delegates to the minister the *Policy and Procedures Manual*, with the exception of any items that are superseded by board policy or the church bylaws.

First Unitarian Universalist Church of Austin

Policies & Procedures

This color coded version shows the proposed P&P Manual delegation to the executive (minister) as part of First UU Church of Austin's transition to policy-based governance. Items marked in pink have been absorbed into either the bylaws or board-level governing policy. Items marked in green become operating procedure and the domain of the executive.

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Policies & Procedures

Board of Trustees

Meeting Dates

Executive Committee

President

Vice President

Secretary

Treasurer

Church Management

Church Council

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Childcare for Group, Committee,

Child and Youth Safety Policy

Criminal Background Check Policy

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Financial Asset Management Policy (see note 2 below)

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Operations Fund Reserve

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Church Accounts with Financial Institutions

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Check Signing Authority

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Facilities Fund Management

Data Base Administration

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Committees

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Children's Program Committee
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Facilities (House and Grounds) Committee
 Facilities Sub-Committee: Alternate Space Gallery
 Facilities Sub-Committee: Archives
 Facilities Sub-Committee: Flowers and Indoor Plants
 Facilities Sub-Committee: Grounds
 Facilities Sub-Committee: Library
 Facilities Sub-Committee: Sound Systems
 Facilities Sub-Committee: Visual Systems
Fellowship Committee
Finance Committee
Green Sanctuary Committee
Helping Hands Committee
Human Resources Committee
Internal Audit Committee
Long Range Planning Committee
Membership Committee
Nominating Committee
Public Affairs Forum Committee
Public Relations, Marketing and Advertising Committee
Social Action Committee
Stewardship Committee
Worship Services Umbrella Organization
Youth Program Committee

Church Groups and Affiliated Organizations

The Covenant of Unitarian Universalist Pagans (CUUPS)
Craft Club
Heritage Club
Interweave
International Women's Advocacy Group
Men's Fellowship Breakfast
Men's Peer Support Group
Paradox Players
Seniors Lunch Group
VOYAGers
Women's Alliance
Women's Spirituality Group
Information Technologies Group

Affiliated Organizations

Camp Fire

Notes:

- 1 Terms of membership are controlled by the bylaws and still require the board to acknowledge new memberships and to terminate memberships. What is being delegated here are the procedures for tracking and reporting membership.
- 2 Some fiscal policy is now contained in the bylaws and some in board policy while carrying out of sound fiscal protocols and procedures is being delegated, subject to reasonable interpretation of board policies.