

LCP 7: Board Operating Policy

The following is a list of general expectations of boards.

Meetings of the Boards

- Agendas for all meetings will be published by the chair before the meeting and sent by email to all board members and program staff.
- After each meeting a brief summary of the meeting that includes context and decisions will be sent by the board to staff board members, and board staff resource. Board staff resource will compile into a newsletter to be sent to board chairs and leadership council.

Operational Plans

- In developing multi-year operational plans, boards will ensure that their plans are consistent with the Mission Statement of Plymouth, focused themes communicated by the Leadership Council, and the strategic plan as published by the Leadership Council.

Money Considerations

- Boards will be accountable for spending within their overall total budget, but have discretion to move money from any budgeted line to another line. Leadership Council approval is not needed as long as spending is below the overall board budget. For reimbursement of expenses, receipts initialed by the board chair shall be presented to the Treasurer using any forms or process defined by the Treasurer.
- Boards may have spending control over designated fund accounts or reserve accounts. Leadership Council authorization is required only if a single expenditure exceeds \$5,000. For any expenditure over \$2,000, the treasurer should be given two weeks' lead time for cash-flow purposes. All receipts must be turned in by the end of the fiscal year in which it was spent.

Board Staffing and Job Descriptions

- It is encouraged that each board identify a "communications officer" responsible for communicating outwardly to other boards, the Leadership Council, staff and the congregation through the Placard and other communication organs. This role would include collecting and aggregating ministry team information and updates, keeping the web site up to date, and leading the promotion of the board's programs to potential volunteers. If the board does not identify this person, it is assumed the board chair will fill this role.
- The general board job descriptions are found in LCP-JD-2 - Board Job Descriptions (including Board Support Resource)

Board Liaisons and Openings on Boards

- The 5 members of the Leadership Council at large members and the Vice Moderator will serve as Liaisons to the boards. They may be assigned by the Leadership Council.
 - The liaison will be accountable to the Leadership council to
 - Raise particular board concerns that relate to the leadership council
 - The liaison will be accountable to their assigned board to
 - Be a contact point for the board from leadership council
 - Coordinate with boards about operational and strategic planning
 - When there is a vacancy on a board, the leadership council will fill the vacant slot. Leadership Council shall ask for names from the board chair and staff person assigned to the board. Person will be elected by a vote of the Leadership Council to fulfil the remainder of the vacant term.