

Board of Trustees Portfolios
2017-2018

President: (see officer job description)

Vice President: “ “ “ “

Secretary: “ “ “ “

Treasurer: “ “ “ “

Annual Agenda Planning: (MJC , LS) Works w/President to plan & schedule BoT meetings including workshops and invitations to key constituencies in the congregation (e.g. March for Year Round Stewardship Cte)

Audit Committee: (BT) Liaison to the Audit Committee/participates in selection and review of Internal and External Audits

Buildings and Grounds: Liaison to Buildings & Grounds/advisory to BoT

Communications: (CM) BoT blurbs in Sunday Bulletin; eSoundings Announcements; FB postings other articles requested for BoT; as requested, BoT correspondence

Finance Committee: (BT. MJ) Treasurer + 1 other BoT member meets with FC and keeps BoT apprised of financial conditions, challenges, etc.

Governance: (KV-asks for help in operational parts) Establishes “institutional memory” for our adaptive version of PBG and, going forward, plans for ongoing education and coaching for BoT

Linkage Group Leader: (KCS, CS) convenes team to schedule, plan and implement linkage conversations, focus groups, workshops, meetings and other linkage outreach.

Monitoring: (KV, CS) Plans annual calendar for monitoring reports, convenes team to select type of monitoring and leads BoT meeting section on Monitoring Reports.

Orientation & Retreat: (KV/JT) develops plan for orienting new BoT members and, annually, schedules and convenes team to plan the Annual BoT Retreat.

DRAFT 6/2/2017 lsb