

Summary of Board Official Responsibilities and Activities of the Governance Board (Chair, Vice Chair and Secretary)

From the Governance Board Policy Manual

4.4.1 The Chair of the Board shall:

- Establish the agenda for Board meetings in compliance with the policy calendar established by the Board.
- Preside at all meetings of Board meetings and the Congregational assemblies.
- Arrange for an annual performance appraisal of the Senior Pastor focusing on progress in accomplishing Desired Outcomes and compliance with Executive Limitations. (See Appendix C in Policy Manual)
- Discuss and review corrective actions with individual Board members when they violate their responsibilities. When resolution cannot be obtained with an individual Board member, the Chair shall in Executive Session of the Board, conduct a review of the policy and develop recommendations for any necessary corrective actions. If the Board member in question is the Chair, then this responsibility falls to the remaining Board members.
- Act in all areas of Board management left unstated within these policies as long as this action is not in conflict with the Constitution and Bylaws or other Board policies.
- Remain accountable for his or her authority when delegated to another.

4.4.2 The Vice-Chair shall:

- Preside at all meetings of the Board and Congregational assemblies in the absence of the Chair.
- Assume responsibilities delegated by the Chair.
- Direct and administer the policy review process mandated by this policy manual, identifying the OSLC and Open Arms Christian Child Development Center (OA CCDC) policies to be reviewed at monthly meetings and ensure that all policies are reviewed at least annually.

4.4.3 The Secretary shall:

- Record the official minutes of the Board meetings and Congregational assemblies and present them to the Board for review and approval. Direct their distribution to the members of the Board, the Senior Pastor and others requested by the Board.
- Preserve the approved minutes of all meetings for the OSLC and OA CCDC archives, via church server.
- Preserve regular and special reports made to the Board and, at its direction, make summaries or copies of them available to its members and, if necessary, to the members of the Congregation.
- Maintain the official Governance Board Policy Manual, providing an updated manual to the Senior Pastor and all members of the Board within 60 days of an approved change.
- Maintain an official roster of members eligible to vote in Congregational assemblies, in accordance with the Congregational Bylaws, and update that roster at least annually
- Conduct an annual inventory of all legal and policy documents of OSLC and OA CCDC and maintain a list of each document and its current location and date of issue.

Guide to Chair Activities

Monthly

- Develop and send out to the Governance Board members the agenda for the monthly Board meeting.
- Lead the monthly meeting of the Board according to the agenda, and discuss completing agenda items in a timely manner.
- Review the meeting minutes (received from the Secretary) for accuracy, sensitive items, and tone suitable for distribution throughout the Congregation; return the minute to Secretary.

Semi-annually

- Meet with the Senior Pastor to review goals and responsibilities starting in September. See Appendix C in Policy Manual.
- Present a short devotional on any topic appropriate for the Governance Board twice a year as established by the Board as a whole.
- In consultation with the Senior Pastor, Governance Board Member, and appropriate staff, develop the agenda for the Congregational Assemblies (February, June and September).
- Lead the Congregational Assemblies in accordance with the established agenda.

Bi-annually

- Alternate with the Vice Chair to lead the Governance Board/Elder team that conducts the Senior Pastor's annual performance evaluation.

Annually

- Oversee an election (usually June) to elect 3 members of the Governance Board, per checklist instructions found on page 19 of the Approved Bylaws. (Article IV: Elected Officers & Terms of Office). **Begin this process in early April.** A nominating committee is to be formed, which include the Senior Pastor, 2 board members and 2 congregation members.
- Decide on a time to get together and stuff envelopes with a letter that will go to the Congregation asking for a monetary Christmas gift to the church staff for all the work they do throughout the year. (Usually done in late November, beginning December) The Secretary has access to this letter. Amounts distributed to the staff are by percentages and time in service. Amounts are provided to Campus Administrator to be distributed in paychecks, but Board will give each staff member a Christmas card with the amount they will be receiving.
- Participate in Open Arms/OSLC annual picnic (last week in August). Traditionally the Governance Board serve as grill chefs. Coordinate with Director of Open Arms.

As Required

- Execute documents requiring the signature of the Board Chair or "Congregational President" usually at the request of official from Southeastern District or the OSLC Senior Pastor and his staff. (Bylaws Article II, C.2 page 11)

Guide to Vice-Chair Activities

Monthly

- Be in contact with the Chair about the agenda. Make suggestions of needs or changes.
- Identify policy to be review at the next monthly meeting, and make sure policy available to all meeting attendees no later than 7 days prior to the meeting (earlier is better).
- Lead the policy review discussion at monthly meetings of the Board.
- Capture the results of policy reviews and develop recommendations for policy language to address shortfalls or changes in policy; submit recommendations to the Senior Pastor, Governance Board Member and the Finance and Open Arms Directors, as appropriate.
- Provide final policy language to the Secretary for incorporation into appropriate Congregational documents. Changes to the By-Laws and Constitution must be approved by the SED Policy Board.

Semi-annually

- Present a short devotional on any topic appropriate for the Governance Board twice a year as established by the Board as a whole.
- Be prepared to assist the Chair in developing the agenda for Congregational Assemblies.
- In the absence of the Chair, lead the Congregational Assemblies.

Bi-annually

- Alternate with the Vice Chair to lead the Governance Board/Elder team that conducts the Senior Pastor's annual performance evaluation.

Annually

- Assist with an election (usually June) to elect 3 members of the GB, per checklist instructions. The Vice Chair participates in the counting and certification of votes along with one other Governance Board Member.
- Decide on a time to get together and stuff envelopes with a letter that will go to the Congregation asking for a monetary Christmas gift to the church staff for all the work they do throughout the year. (Usually done in late November, beginning December) The Secretary has access to this letter. Amounts distributed to the staff are by percentages and time in service. Amounts are provided to Campus Administrator to be distributed in paychecks, but Board will give each staff member a Christmas card with the amount they will be receiving.
- Participate in Open Arms/OSLC annual picnic (last week in August). Traditionally the Governance Board serve as grill chefs. Coordinate with Director of Open Arms.

As Required

- In the absence of the Chair, execute documents requiring the signature of the Board Chair or "Congregational President" usually at the request of the officials from Southeastern District or the OSLC Senior Pastor and his staff.

Guide for other Board Members

- Attend monthly board meetings via ZOOM
- Present a short devotional on any topic appropriate for the Governance Board twice a year as established by the Board as a whole.
- Look over previous month minutes and vote.
- Make comments on any item that will be on the agenda, especially finances.
- Discuss Desired Outcomes which reflect the never-ending work of the Board in determine what the church will attempt to accomplish in the future.
- Ask questions of Finance, Senior Pastor, Open Arms Director on subjects that are presented.
- Review how finances are being used and question how the church is doing, as far as general giving.
- Question how the Church as a whole is doing spiritually.
- Help with keeping the Ministry Action Plan in the for front especially the Major Target Areas (See page 3 of policy manual)
- Decide on a time to get together and stuff envelopes with a letter that will go to the Congregation asking for a monetary Christmas gift to the church staff for all the work they do throughout the year. (Usually done in late November, beginning December) The Secretary has access to this letter. Amounts distributed to the staff are by percentages and time in service. Amounts are provided to Campus Administrator to be distributed in paychecks, but Board will give each staff member a Christmas card with the amount they will be receiving.
- Be part of a nominating committee for the next 3 board members. Starting in late March/early April for June election.
- 4.6 Board Committees: Be on a board committee which is temporary and formed at the discretion of the Board to accomplish specific, short-term objectives. (page 13 of policy manual)
 - 4.6.1 Board committees are established to help the Board do its job. They will not interfere with current staff operations.
 - 4.6.2 Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposed. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Senior Pastor.