

Calendar

Board Policy on Calendar

UUCWI Board Policy
Approved January 10, 2012
Applicable until revoked or amended

Drafted 1/7/04 DPC
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Background:

Church budget development, Board and committee Chair selection, and UUA and PNWD events are interleaved and interdependent. This Policy specifies goals for optimizing the relevant activities under the Board's control.

Definitions:

Church fiscal year: Per the Bylaws, the church fiscal year begins July 1.

Church master calendar: Specified in this policy, this calendar identifies the annual timing of key church events.

Church web calendar: A listing of all church events, maintained online by the church administrator.

Policy:

The Board shall plan its activities in a manner to accomplish the following goals:

Leadership Goals

- To identify committee chairs in order to have committees functioning during the summer and prepared for the fall.
- To identify the new officers and board members or candidates in time for them to be active in the budget formulation process.

Budget Development Goals

- To integrate salary discussions with the Minister into the budget formulation process.
- To know the results of the annual canvass when preparing the budget
- To invite committee, staff, and other inputs to the budget creation process in a timely manner.

Application of Policy:

The events listed in the following church master calendar should occur no later than the date listed. In a given year, these events, along with all church events such as Sunday services, committee meetings, adult program offerings, church rental use, the ingathering, auction, and fundraisers should be listed in the church web calendar.

Church Master Calendar

- September 30* Deadline for filing Nonprofit Corporation Annual Report with Secretary of State.
- October 31* Property tax due.
- February* Congregational headcount due to PNWD.
- March 1* Nominating Committee meets and begins work to identify candidates. Minister, employees, key volunteers, committees are asked to develop budget needs. Board identifies budget priorities and initiatives for the following year. Minister performance is reviewed and discussed by the Board.
- April 1* Notify minister (or receive his or her notice) whether contract is to be renewed. Nominating Committee proposes candidates for new Board members. Minister, employees, key volunteers, committees, Treasurer, and Board members and nominees provide budget input to the President.
- April 30* Property Tax due.
- May 1* Nominating Committee proposes candidates for the new Nominating Committee. Annual Congregational Meeting announced (14 days notice required by bylaws). Canvass results made available to the President. Board reaches salary agreement in principle with the Minister.
- Mid-May* President presents draft new budget to the Board and invites comments from the proposed Board President.
- June 1* Annual Congregational Meeting held to elect new Board of Trustees, to elect new Nominating Committee, and to approve new budget.
- Mid-June* New contract with Minister signed. Staff for the new church year identified and contracts signed with them.
- Outgoing Board meets with New Board.
UUA General Assembly
- July 1* Per bylaws, new church fiscal year begins. Per bylaws, new Nominating Committee meets and selects a chairperson.
- Mid-July* Board approves any new committee chairs. Per bylaws, new Board liaisons to standing committees identified.