

## **Unitarian Universalist Congregation of Columbia Governance Policies**

**III. BOARD-STAFF LINKAGE:** The board influences the operations of the organization only by providing policies to the Administrative Team.

**A. Composition of Administrative Team:** The Administrative Team is composed of four members.

1. There are three professional members: the Minister, the Director of Religious Education, and the Administrator.
2. The Stewardship Director is a layperson. In order to meet the qualifications necessary to serve on the Administrative Team, a prospective Stewardship Director must have been a voting member of the Unitarian Universalist Congregation of Columbia for at least two years and be willing to serve in the position for a full two-year term.

**B. Unity of Control:** Only decisions of the board acting as a whole are binding on the Administrative Team. Decisions or instructions of individual board members, officers, or committees are not binding on the Administrative Team except in rare instances when the board has specifically authorized such exercise of authority.

**C. Delegation:** The board delegates all authority for decisions about operations to the Administrative Team.

1. The Administrative Team is authorized to establish, create or alter practices and procedures and organizational structure, make decisions, take actions, and develop activities toward achieving Ends without violating Administrative Limitations policies. Except for the board and its committees, the Administrative Team has authority over and may instruct all staff, whether paid or volunteer. The board may not instruct any staff except the Administrative Team.
3. The Administrative Team, in consultation with the Nominating Committee, will designate in writing to the Secretary of OBIC, prior to the OBIC annual meeting, the six Directors and one Alternate to serve on behalf of UUCC for that calendar year. With the understanding that the OBIC Board of Directors has an independent legal responsibility as a Non-Profit Corporation, the Administrative Team will work with the UUCC OBIC Board members to facilitate the accomplishment of UUCC Ends.
4. The Administrative Team may not perform, or cause to be performed, any act, or allow any situation, which is contrary to Administrative Limitations policies.
5. The Administrative Team has authority to operate the day-to-day business of UUCC as allowed by the UUCC bylaws and board policies.
6. The Administrative Team shall ensure that UUCC maintains a line item in its budget for legal expenses to ensure that UUCC has the level of legal services whether billable or pro bono, as may be deemed necessary to reasonably protect UUCC's legal interests.
7. The board may add to or change the Ends and/or Administrative Limitations policies; these changes may affect the authority delegated to the Administrative Team.

**D. Accountability:** The Administrative Team is accountable for the performance of the organization.

1. The board will view the performance of the Administrative Team as identical to that of the organization, so that accomplishment by the organization of Ends and avoidance of proscribed means will be viewed as successful Administrative Team performance.
2. Except for the board and its committees, all staff, whether paid and volunteer, is accountable to the Administrative Team. The board may not evaluate any staff that reports directly or indirectly to the Administrative Team.
3. The Administrative Team is accountable for all violations of Administrative Limitations policies that occur in the organization.

**E. Monitoring and Performance Measurement:** The performance of the Administrative Team is monitored solely on whether the organization accomplishes the Ends and operates within the Administrative Limitations policies.

1. The board monitors the Administrative Team through reports from the Administrative Team or others, or by board examination of organizational accomplishments and the means used to obtain them.
  - a. The Administrative Team adheres to a schedule for reports to be determined by the board.
  - b. The Administrative Team provides information requested by the board for monitoring purposes.