

GUIDELINES FOR UNITY BOARD EFFECTIVENESS

The elected member of the Board of Trustees of a Unity ministry is, first and last, a Truth student. Having been elected by the congregation to represent their interests is a recognized honor. Feelings of uncertainty about the responsibilities being accepted are natural, and questions of what is expected in this new capacity may arise. Your Unity Worldwide Ministries sets out, in question-and-answer form, guidelines to assist the orderly conduct of the activities of your Board of Trustees. These guidelines have grown and evolved during years of working together, and we share them with you in a consciousness of love and prayer.

What is the legal authority in a ministry's structure?

From the legal standpoint, a Unity ministry exists as a legal entity by virtue of two legal instruments -- the charter and the bylaws. In most states, the Articles of Incorporation (or charter) registers the ministry with the state as a religious corporate body. A sample charter form is available through Unity Worldwide Ministries' office. Because of differences in state laws, it is advisable to have legal counsel in the preparation and filing of the charter.

Bylaws are the legal instrument by which the ministry functions as an organization. They should be general enough to set forth the overall purpose and functioning of the ministry, while being specific enough to clearly state the rights and responsibilities of the Board of Trustees, Minister and membership. They are subject to amendment by the membership upon proper notice. The development of an adequate set of bylaws is essential to the ongoing operation of the ministry. Unity Worldwide Ministries publishes Recommended Bylaws for a Unity Ministry which is the result of many years of working with ministries whose bylaws worked and those whose bylaws did not. These recommended bylaws are available from Unity Worldwide Ministries' office, and are published online at www.unity.org

Broadly, your bylaws should establish that the ministry is governed as a representative system. Representation along with checks and balances should exist among the membership, the Board of Trustees, and the Minister. The membership elects the members of the Board of Trustees who, with the Minister, set church policy. The duties and responsibilities of the Board and the Minister are set forth along with the rights of the membership in the bylaws.

What are the primary responsibilities accepted by a Board member?

The greatest responsibility you have as a Board member is to hold the spiritual trust of the membership. You have been elected by the membership to represent them - to hold in trust their spiritual home.

Legal Responsibilities:

1. As a membership organization authority is derived from the membership. If powers have not been delegated, they are not the Board's to exercise. The ministry's bylaws outline the responsibilities and duties of the Board. The bylaws have been sanctioned by the affirmative vote of the membership.
2. Personally, there is little risk to you, provided you are acting within the scope of your responsibilities as a Board member.
 - a. You have the power to act as a group only.
 - b. If you question the propriety of an action under discussion, be sure to have your dissent or abstention registered in the minutes.

- c. If individuals make agreements on behalf of the church, outside the context of a Board meeting, that individual's personal assets could be at risk should a problem arise.
3. Board members are under obligation to perform their duties in "good faith", to uphold the best interest of the corporation as a prudent person under similar circumstances and position would do.
4. Trustees and Officers have a fiduciary relationship with the members that requires them to follow the corporate Charter and Bylaws.

Upon acceptance of a position on the Board of Trustees, every Board member relinquishes certain rights and privileges and accepts certain responsibilities. The Board member relinquishes the right to function as an individual member outside the Board. Acceptance of Board responsibility requires presentation of the Board opinion at all times even if the opinion should differ from that of the individual. This responsibility includes the transmission to the membership the opinions and convictions of the whole Board.

In rare instances where a Board member finds irreconcilable differences between personal convictions and Board responsibilities, it is probably better to resign from the Board to preserve the integrity of the Board. The function of the Board is to represent the membership while holding the long-term vision of the ministry. In this context, different viewpoints are encouraged until a consensus is reached and a Board decision is made. Wisdom evolves from the resolution of differing viewpoints. Therefore, it is usually possible to resolve differences for the best interest of all concerned without violating personal convictions.

The Board's Job Description:

Major areas of responsibility:

1. Set policy.
2. Hire/support the Minister.
3. Be an advocate.
4. Fundraise and financial stewardship.
5. Monitor and evaluate.
6. Plan for the future.

1. Set Policy

A policy is a course of action that the Board has decided it wants the organization to take. The Board establishes policies that outline how the ministry will operate to accomplish its mission. The Minister and staff function within these parameters. The Board, including the Minister, acts as observer, interpreter, and evaluator of how well policy is being carried out and the mission is being accomplished.

2. Hire/Support a Minister

The Board hires a Minister to be the spiritual leader and to run the day-to-day operation of the ministry. Remember a ministry's main work is to offer a variety of opportunities for spiritual growth. Managing the business aspects of the ministry effectively provides easy access to those opportunities.

- a. Volunteer Board members cannot be expected to manage the ministry's day-to-day operation.
- b. Support the Minister by giving him/her the authority to carry out the policies of the Board.
- c. Maintain open, honest, clear communication.

3. Be an Advocate

Know your ministry's history.

Know your ministry's mission statement. It tells you what the church is about and provides the framework within which your work as a Board member is cast.

Members of the Board are in a unique position to learn what others are saying about the church in the community, both internal and external, and to take this back to the Minister.

- a. This does not mean every petty complaint; but how the membership is feeling about the Minister.
- b. Does the membership see itself as part of a growing, vital, forward thinking church? If not, why not? What would they want to happen to begin seeing it that way?
- c. As people in the community-at-large, what is the image of the church? What do you want it to be? What needs to happen for it to become what you want it to be?
- d. Always recognize and give thanks for the good that is already expressing in your ministry as you seek to improve it.

4. Fundraising and Financial Stewardship

If you tithe and establish as a policy that the ministry will tithe, you will experience its benefits.

Monitoring the Finances:

- a. Pay careful attention to the financial plan. You should ask:
- b. Where are projected revenues coming from in the next year?
- c. Where in the budget will the money be spent?

Are expenditures consistent with our mission and vision?

Ineffective Ways to Monitor Finances:

- a. Don't review a list of bills paid at Board meetings.
- b. Don't delegate the full Board's responsibility to either staff or a Finance Committee for the financial integrity of your church (even if you attempt this, it remains your responsibility and accountability to the membership).

To paraphrase Myrtle Fillmore when Unity faced a financial challenge early on, "It's not a question of funds, but of faith."

5. Monitoring and Evaluating

It is the responsibility of the Minister to watch the details and activities of the ministry on a day-to-day basis. The Board, including the Minister, assesses on an ongoing basis whether activities of the church are in alignment with the ministry's mission and vision.

Questions to ask include:

- a. Are people's lives changing for the better because they are part of this ministry?
- b. Do people encourage friends to "take a look" at what's happening at your church?
- c. Are enough people involved to do the things that need to get done? (Lots of participation or just a few who do "everything"?)
- d. Is the Minister carrying out the policies established by the Board? If not, does the Minister have adequate administrative support? Does the Board have realistic expectations about how much a Minister can do?

6. Plan for the Future

By delegating the day-to-day operation to the Minister, you free yourselves to envision and plan for the ministry's future. Remember the primary visioner is the Minister. Today's changing society might make one wonder if planning is an exercise in futility.

- a. If you don't choose the direction, the universe will choose for you.
- b. Failing to plan is planning to fail.
- c. What would you like this ministry to look like in five year; ten years; twenty years?
- d. Consider a Board retreat for a strategic planning session. Hiring a facilitator can enhance the process and the outcome.

* To be effective, planning also involves an organizational assessment, particularly of the skills, weaknesses, opportunities and threats both internal and external to the organization.

* It is wise to get a facilitator who is not a member or associated with the church. A member has a vested interest in the church, and may guide the process, unconsciously, in a biased direction.

Four Basics of Effective Board Service

1. Commitment

- a. Being motivated by the desire to see the ministry grow and develop for the good of all those it serves.
- b. Giving your time, experience, skill, and money to advance the ministry's goals.
- c. Supporting your Board team, even when you strongly disagree with a decision.

2. Teamwork

- a. Understanding that a Board is a team of leaders, not a collection of individuals.
- b. Knowing that only the team can make decisions - the only proper authority Board members exercise is through decisions made by the entire Board.
- c. Searching for ways individual goals can mesh with those of other Board members, or perhaps developing new goals which all Board members can enthusiastically support.
- d. Focusing on:
 - i. The common mission.
 - ii. What's best for all concerned, not special or personal interests.
 - iii. The big picture, not individual issues.
 - iv. Issues presented by teammates, not personalities of teammates.
- e. Building your team:
 - i. Scheduling an occasional night out together.
 - ii. Giving presentations on team building.
 - iii. Bringing in outside coaches or facilitators.
- f. Working with the Minister as a key member of the Board team.

3. Willingness to Learn the Job

- a. Recognizing that each Board or Board is different. Service on other Boards will be helpful as you discover what's unique about serving your Unity ministry.
- b. Participating in a Board retreat, governance training and one spiritual enrichment class each year. *Approved by Board 1-16-16*
- c. Taking time to listen and learn "the lay of the land."

4. Observing a High Ethical Standard

- a. The Board is accountable to itself and to the membership for its conduct.
- b. Express the Christ wisdom, love and power as fully and clearly as you can.

CONFLICTS OF INTEREST

Gifts and Gratuities:

Trustees are not to accept gifts, gratuities, free tips, personal property or any item of value from an outside person or organization as an inducement to do business or provide services.

Outside Business or Professional Interests:

Obviously, Trustees have outside business or professional interests. However, Trustees may not make a profit in any way in their outside employment or business interests from their work with the church.

During Board meetings, members must disclose any conflict of interest involving an issue before the Board and abstain from discussion or voting on this issue.

Personal Beliefs:

Trustees may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest if they prevent Trustees from carrying out their job responsibilities; if Trustees attempt to use the church and facilities for furthering them; or if Trustees attempt to convince other Trustees, the Minister, or church staff members of their personal beliefs after these individuals have asked them to stop.

Abuse of the Board Relationship:

Trustees should not abuse their Board membership by using the ministry's staff, services, equipment, materials, or property for their personal gain.

BOARD MEMBER RELATIONSHIPS WITHIN THE MINISTRY

Board Members Relationships to the Minister

The Minister is the spiritual leader of the ministry, as well as the professionally trained and qualified administrative head, charged with carrying out its policies. As such the Minister should be a member of the Board and function as an integral part of that team. Neither entity should be regarded as superior. For proper conduct of a ministry, the Minister and Board should become a team, working together for the highest good of the ministry, blessed with the privilege of conducting an activity that assists humankind in becoming aware of its divinity.

The most valuable asset a church has is a good Minister. It becomes the direct responsibility of the Board of Trustees to support and encourage the abilities of the Minister, assuring that the Minister's needs for spiritual, moral, and financial support are fully met. It is equally incumbent on the Minister to be accountable to the Board for the day-to-day functioning and spiritual direction of the ministry. These reciprocal responsibilities make it essential that the Board and Minister function as a team, holding a common vision of the highest good of the ministry.

Board Members Relationship to the Congregation

Experience has proven that it is wise for the content of Board meetings to be kept confidential. This builds a level of trust that allows for "thinking out loud," discussing varied ideas and viewpoints, and developing a consensus decision. It is also wise to gather input from the membership. This may be done through questionnaires, requests for feedback, and perhaps most effectively by having Board members and the Minister make themselves known and available to the membership to hear its concerns and opinions.

Once the decision has been made, it should be communicated to the membership from the entire Board, rather than from an individual member or members. This provides mutual support for one another, frees individual Board members of concerns of expressing controversial views or "dumb ideas," while keeping the membership informed of the Board's action. Board members have accepted the obligation to work toward the highest good of the ministry, on behalf of the congregation. In general, people attend ministries to be spiritually fed. They are interested in knowing that their spiritual needs will be met, that the ministry is well run, and they have a stake in its future. They want to be kept informed and are willing to be enrolled in the vision, provided their needs are met.

Board Members Relationships to the Ministry Staff

It is the responsibility of the Board of Trustees to approve new positions and establish and/or approve salary ranges. The selection of the individual to fulfill a position as well as the day-to-day supervision of staff members is the responsibility of the Minister. This establishes the Minister as the supervisor to whom staff members report and eliminates confusion on the part of the staff members.

It is, therefore, appropriate for the Minister or an employed business manager to instruct employees concerning their duties. If a Board member has questions or concerns about the way a paid employee is performing, this should be discussed with the Minister. If an employee needs corrective action or counseling, the Minister is responsible for managing the situation appropriately.

See Appendix 21: 10 Commandments for Board Services

See Appendix 22: Trustee Ethics and Integrity Covenant

See Appendix 23: Board and Minister – Who Does What

See Appendix 24: Board/Staff Relations

Board Members Relationships to Unity Worldwide Ministries

Although the Minister is the official, legal representative of the member church to Unity Worldwide Ministries, the entire Board is an important part of the organizational structure of Unity Worldwide Ministries. It serves as the voice of the congregation and is the source of much of the strength and power of our movement as a whole. Should a conflict arise that adversely affects the ministry, particularly between the Board and Minister, it is the responsibility of both the Board and Minister to contact Unity Worldwide Ministries for assistance in managing the conflict. Unity Worldwide Ministries has trained Ministers who, as neutral third parties, can help identify issues and points of disagreement, and make recommendations for resolution.

While no dues are levied for member ministries, the Board is strongly encouraged to accept both the privilege and responsibility of offering tithe support, spiritually and financially, on a sustained basis to Unity Worldwide Ministries.

Who Should Attend and Have a Voice in Board Meetings?

Legally, only duly elected members of the Board may be heard in the vote. The Board has the right and responsibility to determine who should attend, except where specific stipulations are set out in the bylaws. The Minister should be a voting member of the Board and notified of all meetings. He/she should have the right to attend all meetings, except those having to do with his/her own employment. Where stated that the Minister is an ex-officio member of the Board, Robert's Rules define that as a voting position.

Policy Regarding Who Can Attend Board Meetings

Knowing these three things:

1. That the first two duties of the Board of Trustees are to uphold the spiritual purpose of the ministry as stated in Article II, Sections 1 and 2 of the by-laws, and uphold the highest interest of the membership in conducting the business of the Ministry.
2. That our Trustees have agreed to endeavor to hold to the high standards of the Jesus Christ principles, and
3. That the membership has elected the Trustees from our own midst through much prayer and discernment, Unity of Olympia holds our Board in the highest esteem and respect.

We understand that in order to conduct the business of our church effectively, Board meetings must be held respectfully as sacred space. Any active congregant (does not need to be an official member) who has a sincere God-guided desire to observe a Board meeting may do so by informing the Board Chairperson of this desire two weeks prior to the next Board meeting.

Approved 11-16-99

GENERAL BOARD POLICIES

Board of Trustees

All members of the Board of Trustees will receive and be guided by the following:

1. Bylaws of Unity of Olympia
2. Twelve months previous Board Minutes
3. Policy Manual
4. Guidelines for Unity Board Effectiveness (Unity Worldwide Ministries)
5. Rulings of the Washington State Department of Revenue applicable to this ministry

The following items are given to prospective Board nominees:

1. Bylaws of Unity of Olympia
2. Guidelines for Unity Board Effectiveness (Unity Worldwide Ministries)
3. Strategic Plan

Insurance

The Board of Trustees will carry Comprehensive Liability Coverage Insurance for members of the Board.

Licensed Unity Teachers

Licensed Unity Teachers will not serve as members on the Board of Trustees.

Minutes of Board Meetings

Minute Book of the Board of Trustees will be kept on file in the ministry office. Church members may review Board minutes by asking the Office Administrator or Board Secretary. The Board may want to consider posting minutes of the most recent Board meeting on a bulletin board.

Records

Access to financial records pertaining to contributions will be limited to the Minister, Treasurer, and/or other designee.

Access to Personal Information of Members

Neither the membership list nor the mailing list is ever sold or otherwise provided to unauthorized persons and/or organizations. Those authorized to use this list are the Minister, Board of Trustees, staff, and designated Committee Chairpersons.

Solicitation

No solicitation or fundraising drive is introduced or supported which directly benefits an individual member of the ministry. No materials are distributed, or outside fundraising projects permitted, without the approval of the Minister. Requests for approval must be made in writing.

DUTIES OF OFFICERS

Board Chair Accountabilities

1. Presides at all Board of Trustees meetings and all membership meetings
 - a. Runs a smooth orderly meeting
 - b. Starts and ends on time
 - c. Assures the limitation of discussion to agenda topics
 - d. Brings discussion back on track when it strays
 - e. Assigns work as needed
 - f. Assures everyone has the opportunity to speak
 - g. Builds consensus when disagreements arise
2. Works closely with the Minister
 - a. Works with the Minister in planning meeting agendas
 - b. Cooperates with the Minister in planning Board orientation, retreats, and workshops
 - c. Becomes a natural conduit for requests from Board members to add items to the agenda
 - d. Keeps a finger on the pulse of Board peers and seeks input
3. Serves as an ex-officio member of all ministry teams except the Nominating Ministry Team
4. Signs such papers and documents upon proper authorization as may be necessary
5. Monitors the performance of Board membership

Acts in the best interest of the Board and organization by assuring Board Members attend meetings, and don't meddle in management or otherwise fail to fulfill their duties. *Revised 9-2019*

Vice Chair Accountabilities

1. Assists the Board Chair in the performance of that officer's duties
 - a. Performs all the duties of the Chair in the absence of the Chair
 - b. Succeeds to the office of the Chair in case the office of the Chair becomes vacant. In such case, a new Vice Chair will be elected from among the remaining trustees to fill the remainder of the unexpired term.

Secretary Accountabilities

Business Meetings

1. Take notes at each business meeting.
2. Within one week of the meeting, send a draft of the minutes to all Board members.
3. Wait a few days for responses/corrections from Board members, then after updates are made to the minutes, by week two send the final copy of the minutes to the Board.
4. At the next business meeting, the minutes need to be approved by the Board.
5. Copies of the minutes are then filed:
 - a. Original in the official church book (of meeting minutes) located in the music office
 - b. One copy posted on the bulletin board in the hallway
 - c. One copy kept by the Secretary
 - d. One copy sent to the Office Administrator

Annual Meeting

1. Per the by-laws, notice of annual meeting needs to be sent out to all members at least ten days prior to the meeting, which is held every year the end of April or in May. Work with the Office Administrator to create a post card to be mailed (this may be printed in house or sent to the printer.)
2. Make sure the meeting is advertised in the newsletter and the Platform Assistant announces it at Sunday services in April.
3. In preparation for the meeting, ask the Office administrator to run one copy of the membership list with spaces for people to sign their names next to their printed names. Also ask her to create ballots.
4. The day of:
 - a. Set up a table where people can sign in.
 - b. Items needed on the table: one copy of the membership list, pens, copies of the annual meeting minutes from the previous year, copies of the current annual meeting agenda, copies of the by-laws changes (if applicable), and ballots for voting for Board candidates and/or by-laws changes.
 - c. Take minutes at the meeting.
 - d. Pass out ballots.
 - e. Choose another Board member to help in counting ballots.
 - f. Announce the results of the voting.
5. Send a draft of the annual meeting minutes to the Board members within one week for responses/corrections. After corrections, send the final copy to the Board members. These will be approved at the next Board meeting. Then these are held and will be approved by the congregation at the next annual meeting.

Three-year Membership Renewal

This task is due to be done every three years in January.

1. Give these instructions to the Office Administrator:
 - a. Create post cards (5x7). Instructions on the card should read: "Please return this card to U of O if you wish to continue your membership." Card needs to have space for an electronic label for mailing to the member and request to update it if different. Card also needs to have U of O contact information.
 - b. Print the cards and 2 sets of mailing labels.
 - c. Print a master list of member names to facilitate keeping track of who we've heard back from.
2. Board Secretary tasks:
 - a. Attach labels to cards.
 - b. Put in alphabetical order for people to pick up before or after service for a few weeks.
 - c. Have a tray or basket available for people to put their completed cards into.
 - d. Let the Platform Assistant know to tell people about it at the end of service.
 - e. After cards have been available for pick-up in the lobby for 3 weeks, put the remaining cards into envelopes (using our envelopes) with matching label (using the 2nd set that the Office Admin printed.)
 - f. Get postage from Office Administrator and put the cards in the mail.
 - g. Track the members who return cards on the master list.

- h. Bring names of those who have not responded (along with contact info) to the March Board meeting to divide among the Board members (so they can make phone calls) – we are required by the by-laws to make an additional attempt to contact members we don't hear from.
- i. At the April Board meeting bring a motion to end the memberships of those that have not responded – either with a card or verbally to a member. *Revised 9-2019*

Treasurer Accountabilities

Weekly

Assure checks are signed by two Board members on Sunday.

Monthly

1. Schedule and facilitate Prosperity and Stewardship Team meeting (usually scheduled on the 3rd Thursday of each month.)
2. Review monthly financial reports and summarize findings for Board. (See sample report at the end of this section.)
3. Participate as Treasurer on the Board of Trustees.
4. Submit a Treasurer's report to the Board of Trustees: can be P & S minutes or a separate more succinct report.
5. Review monthly attendance spread sheet and review tithing information, put out weekly by bookkeeper.

Bi-Monthly

Give a verbal report to the community during the Sunday service on the financial status of the church.

1. Include a BRIEF summary of church finances (2-3 lines) and reference the pie chart posted in hallway, put out monthly.
2. Report can be on any topic – usually has to do with prosperity consciousness.

Quarterly

Designate the Abundance Sunday (5th Sunday) gift recipient.

1. Email bookkeeper with the information to assure checks are prepared.
2. Copy the Minister and Board Secretary on this communication.
3. Abundant Sunday gift is not mailed out with other checks; office personnel to place prepared check in Platform Assistant's mailbox.

Annually

1. In cooperation with the Minister and the Finance Team, assure that the budget is drafted and presented to the Board prior to end of fiscal year.
 - a. About 3 months prior to new fiscal year, contact staff and team leads to discuss the current and projected financial needs.
 - b. Discuss Strategic Plan with Board and identify impact on budget plan.
 - c. Review current year expenditures to determine increases or decreases for the new fiscal year.
 - d. Ensure that the Finance team confidently recommends the proposed budget to the Board for approval.
 - e. Present new budget plan to Board of Trustees for final approval at least by March meeting.

2. Report to the membership at the Annual Meeting: Review the past year's financial report and the approved new fiscal year budget.

Additional Duties

The Treasurer is the primary contact with our bank and other financial institutions. In cooperation with the bookkeeper, the minister and the Board of Trustees, the Treasurer:

1. Updates access to on-line banking with new bookkeeping staff and/or Board Treasurer.
2. Updates the check signature records with the bank when Board membership changes.
3. Negotiates and manages any debts between Unity of Olympia and the bank.
4. Gives consent for the immediate sale of any stocks or bonds gifted to Unity of Olympia.

Revised 9-2019

COMMITTEE CONSIDERATIONS

Finance Team

This team/committee is commissioned by and responsible to the Board of Trustees to assume primary responsibility in matters concerning the ministry's finances. It operates in ways intended to fulfill the ministry's mission and maintain quality programs and services. This committee functions subject to, and in conformity with, established policies as approved by the minister and the Board of Trustees.

Office: Finance Team Lead / Board of Trustees Treasurer

Requirements: Must be an active member of Unity of Olympia

Reports to: Board of Trustees

Accountabilities:

Plan and conduct committee meetings.

1. Assure that the affairs of the committee are conducted in a manner that will fulfill the commission and responsibilities as outlined for the committee.
2. Report to the Board of Trustees the progress and problems related to the Committee's work including recommendations for new and updated policies.
3. Maintain working relationships with other Committee Chairpersons and Board members.
4. Consult with the Board Chair and/or Minister on organizational matters pertaining to the committee.
5. Monitor work of committee to ensure that goals and objectives are achieved.
6. Appoint chairs of sub-committees.
7. Monitor work of sub-committees to ensure that the goals and objectives are completed.
8. Research cost factors needed to implement recommendations. Plan committee finances for the next fiscal year, if applicable, and submit to the Board Chair.

Office: Finance Team Member

Requirements: Must be an active member of Unity of Olympia

Reports to: Committee Chair

Accountabilities:

1. Attend all committee meetings.

2. Assist in assuring the affairs of the committee are conducted in a manner that will fulfill the commission and responsibilities as outlined.
3. Maintain working relationship with other committee members and Committee Chairperson.
4. Review monthly financial reports received from the Minister and reports to the Board of Trustees. (Understandable financial statements provided to Board at monthly meeting.)
5. Assist the Chairperson in the monitoring of work to ensure that goals and objectives are achieved.
6. Review and make recommendations on salaries, raises, pensions, benefits, and compensation plans as applied to the Financial Plan.
7. Assist Chairperson in researching cost factors needed to implement recommendations.
8. Assist Chairperson in submitting a financial plan, if applicable, for the committee in the next fiscal year.

Nominating Committee

A Nominating Committee, led by the Board of Trustees, is formed at least three (3) months prior to the Annual Membership meeting, and initiates a search for at least two (2) qualified candidates for the Board of Trustees. The committee consists of the Minister and three (3) members.

Office: Nominating Committee

Requirement: Must be an active member of Unity of Olympia

Accountable: Reports to and is led by The Board of Trustees

Appointments and Composition:

The selection process for the Nominating Committee is:

1. At the Annual Membership Meeting, the membership elects one of its members, and his/her alternate, to serve on the Nominating Committee for the next year's election. The elected member becomes the Committee Chair.
2. The Board elects one of its Trustees. (Exception: The Board Chair does not serve on this committee.)
3. Together with the Minister, the above two (2) committee members select a third committee member from the active membership to serve on the Committee. In the event of unavailability to serve of the persons so elected, the Board selects a person from the active membership to fill the vacancy, other than a current Board member.
4. The Committee Chair conducts the committee meetings and reports the findings to the Board.

Accountabilities:

1. Study the composition of the Board, having in mind optimum breadth of talents, skills, and capacities to assume all aspects of the ministry's success.
2. Nominate for Board service such candidates as have a real contribution to make to the success of the ministry (based on written criteria to fulfill needs of the organization).
3. Poll the Board annually as to the areas of committee service for which each is best fitted.
4. Review annually the procedures for Board recruitment.
5. Send to prospective nominees a "canvass letter" and a "Skills and needs assessment" form.
6. Submit a report to the membership addressing nominating procedures.
7. Follow policies set by the ministry's bylaws regarding nominating procedures.