

**Internal Monitoring Report – Executive Limitations
Communication and Support to the Board
September 2019**

POLICY EL #8: *The Executive Team shall keep the Board informed, and supported in its work.*

*There have been no changes in the ET's interpretation of this policy,
and we report compliance.*

Accordingly the Executive Team must:

- 1. Inform the Board in a timely manner of relevant trends, public policy initiatives, public events of the organization, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.**

We communicate regularly with the Board through several channels: the monthly Incidentals report, regular meetings between minister and Board Chair, and regular email communication with both Board Chair and the entire Board. Topics routinely addressed include information about public events of the church, organizational changes, etc.

Example: ET incidental reports include information about staff coverage and changes, as well as updates on publicity results, such as our report in January 2019 when we explained results of our Google Holiday ad campaigns.

- 2. Submit the monitoring data required by the Board policy "Monitoring Executive Team Performance" in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies.**

The Executive Team submitted its reports in the past year according to the Board's schedule, with an exception when we requested extensions due to workflow challenges for staff.

- 3. Advise the Board if, in the Executive Team's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Executive Team Linkage (particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Executive Team) or the Church's By-Laws.**

The Executive Team has provided commentary and feedback to the Board during the year as requested when the board has monitored itself around their governing process and Board Executive Team linkage policies.

- 4. Gather as many staff and external points of view, issues, and options as needed for fully informed Board choices.**

The Executive Team consults with program staff about relevant ministry issues. We often create task forces made up of staff and volunteers to evaluate and implement complex projects.

Examples:

- *Every year, for the budget development process, the ET reaches out to teams and staff for suggestions and ideas on the upcoming budget. In addition, we work with the budget team, including church treasurer, to refine and develop the multi-year and annual operating and capital improvement budgets.*
- *During the hiring process for our evening custodian in December 2018, Business Manager worked with personnel team members to review resumes and interview candidates to obtain congregational representative input.*

5. Present information in clear and succinct form.

Our reports are clear and contain relevant information without provided unnecessary detail.

6. Provide a mechanism for official Board, officer, or committee communications.

We insure that regular reminders are provided to all leadership as to the communications channels available to them: the church website, tables in the Parish Hall, the weekly Enews, the mid-week Eblast, the order of service inserts, special flyer inserts, and spoken announcements on Sunday mornings. Content submissions may be sent to programadmin@firstuuwilm.org for inclusion in the weekly Enews and other forms each week by Tuesdays at noon.

7. Deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

The Executive Team leader (Rev. Pam Wat) communicates with the Board either through the Board Chair, or through use of the board email group.

8. Report on a monthly basis any actual or anticipated noncompliance with any policy of the Board.

In all our limitations reports, the ET indicates to the board when we are non-compliant with policies. We also use the monthly Incidentals report to inform the Board of non-compliance issues that arise during the course of the year.

Example: We reported compliance or non-compliance in our limitations reports. The most recent was for EL 3.8 in August 2019 report.

9. Supply for the consent agenda all items delegated to the Executive Team yet required by law, Church By-Laws, or contracts to be Board-approved. We provide all reports as required including Executive Limitations reports, financial reports to the Treasurer, and contracts for purchases over \$7500 or if a contract greater than 1 year is needed.

Examples: Our regular reports and the personnel handbook (revision done January 2019)

10. Report:

- 1. The Executive Team’s plans for achieving the goals and objectives created to achieve the Annual Vision of Ministry as outlined in the strategic plan;**
- 2. Results achieved and/or not achieved regarding the Annual Vision of Ministry as specified in the strategic plan;**
- 3. Quarterly remediation plans for any annual goals that are not achieved.**

We report compliance. An Annual Vision of Ministry was not formally established due to the timing of the ministerial transition. For the next six months we are supporting the existing infrastructure, programs, and staffing, assessing for and addressing transition anxiety in the system, and continuing to support the goals outlined in the strategic plan.

- 11. Only make public statements about the official position of the congregation or Board on controversial social, political, and/or congregational issues that have been formally and explicitly adopted by the Board as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.**

All of our public advocacy in the past year has been based on positions of record. Those positions are posted on our web site, here: <https://firstuuwilm.org/connect/board-of-trustees/board-statements/>

We report compliance.

Respectfully Submitted:

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