

1.0 GOVERNANCE

1.01 Code of Ethics

The Unitarian Universalist Fellowship of Bay County embraces the ethical values and standards of professional personnel practices which uphold the organization's commitment to its members. All those affiliated with the Unitarian Universalist Fellowship of Bay County seek to inspire others through their own sense of dedication and high purpose. We ascribe to the following tenants:

1. Foster cultural diversity and pluralistic values.
2. Treat everyone with dignity and respect.
3. Value the privacy, freedom of choice and interests of all those affected by your actions.
4. Recognize that some matters are confidential and must be treated as such.
5. Refrain from public criticism of the UUFBC's programs, its mission, philosophy, employees, and members.
6. Adhere to the spirit as well as the letter of the UUFBC's Personnel Policies.
7. Bring credit to the Unitarian Universalist Fellowship of Bay County by your demeanor.
8. Actively encourage others to practice these ethical principles.

1.02 Conflict of Interest

1. Volunteers, members of the Board of Directors, and employees of the Unitarian Universalist Fellowship of Bay County must conduct their personal affairs and their professional affairs in such a manner as to avoid any possible conflicts of interest with their duties and responsibilities.
2. Potential Conflicts of interest situations to be avoided are:
 - a. Using information gained from affiliation with the Unitarian Universalist Fellowship of Bay for personal advantage.
 - b. Receiving benefits from another business or organization which furnishes or may in future services, funds, or materials to Unitarian Universalist Fellowship of Bay County.

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3. Everyone affiliated with the Unitarian Universalist Fellowship of Bay County has an ongoing obligation to immediately disclose any potential conflict of interest to the UUFBC Board of Directors. (Complete Conflict of Interest Form - See Forms Section)

1.03 Confidentiality Policy

All personnel information and records are to be kept in a locked file cabinet in the office of the Unitarian Universalist Fellowship of Bay County. Only persons with a specific need to know may access these files. Permission to access these files must be obtained from the President of the UUFBC or the President's designee.

1.04 Drug Free Workplace Policy

1. The Unitarian Universalist Fellowship of Bay County is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this workplace. Penalties documented in the UUFBC Personnel Policies may be imposed upon an employee found to be in violation of this policy, up to and including termination. At the sole discretion of the Board of Directors, the employee may be required to participate in a rehabilitation program in conjunction with, in addition to, or instead of any penalties imposed.

1.05 Job Descriptions

1. President: The president of the Board of Directors (BOD) is also a member of the Executive Committee and holds the key leadership role of the Fellowship. He/she is responsible for establishing direction, creating urgency and obtaining involvement from as many members as possible in fulfilling the Fellowship mission. Key responsibilities include but are not limited to:
 - a. Ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization

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- b. Conduct effective and efficient monthly board of directors meetings utilizing “Robert’s Rules of Order”, providing an agenda prior to the meetings and ensuring that minutes are published afterwards
 - c. Ensure that deliberations are fair, open and thorough but also timely, orderly and kept on task
 - d. Identify concerns of the fellowship and its members as they arise and ensure that they are handled effectively through agreed channels
 - e. Ensure that programs, policies and decisions of the Board and the Congregation are carried out and done so to the highest quality achievable
 - f. Monitor the financial viability of the Fellowship and address any concerns as they arise
 - g. Provide visibility in the wider Bay County community and act as a spokesperson both within and outside the Fellowship
 - h. Arrange for and conduct annual congregational meetings
 - i. Provide advice, exercise leadership and participate in the decision-making process of the board
 - j. Sign all contracts as the authorized representative of the Board
2. Vice-President: The vice-president of the BOD is also a member of the Executive Committee. Key responsibilities include:
- a. provide leadership in supporting the efforts of the president
 - b. accept assignments or lead projects as requested by the president and/or the board as needed and agreed to
 - c. fill in for the president when he/she is not available
 - d. attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board
3. Treasurer: The treasurer is a member of the BOD and also a member of the Executive Committee. The treasurer shall:
- a. Have fiduciary responsibility to oversee all financial aspects of the Fellowship

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- b. Ensure that the assets of treasury are safeguarded and managed in order to maximize contribution to the fellowship's mission
 - c. Attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.
 - d. Organize and conduct the annual pledge drive
 - e. Track pledge contributions to commitments confidentially
 - f. Provide monthly financial reports to the BOD
 - g. Report any emerging financial needs, concerns or policy issues that reflect on the financial integrity of the Fellowship
4. Secretary: The secretary is a member of the BOD and also a member of the Executive Committee. He/she will:
 - a. ensure that minutes of BOD meetings are recorded, distributed for review in a timely manner and posted to the website once approved by the Board A
 - b. Attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.
5. Board of Director Members-at-Large: The members-at-large will
 - a. attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board R
 - b. Represent the interests of the Fellowship as a whole in BOD deliberations
 - c. Each member will serve as a liaison to one of the following teams: Faith Development, Social Justice and Congregational Life, and as such, they will ensure that the vision of the Board is represented at team meetings and conversely, that the vision of the team is represented at the BOD meetings.
6. Leadership Development Committee: The Leadership Development Committee is mandated in the By Laws, reports directly to the Congregation and has limited oversight by the BOD solely to ensure that it is functioning. Responsibilities include:
 - a. Develop a slate of nominees for the BOD in accordance of the by laws with people who have agreed to serve if elected and who, according to the committee, provide the best skillset to fulfill the duties of the respective positions.

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- b. Develop and make available to the Fellowship leadership development material which is required in the by laws for various positions.
7. Religious Exploration Coordinator:
- a. The REC is responsible for planning, researching, coordinating, implementing and evaluating the congregation's religious exploration and faith development programs in support of its members.
 - b. The REC is responsible for coordinating childcare for all the activities that are part of the religious education program as well as developing and taking the lead on a campus outreach and ministry program.
 - c. The REC reports to the President of the Board.
8. Committee Chairs are limited to two consecutive, one year terms. The Board may authorize exceptions on individual basis. (See By Laws, Article 6, Section 3a).