

Duties and Responsibilities of Elected Officials per Conference Bylaws
Iowa Conference of the United Church of Christ
(with additional notes)

MODERATOR AND ASSISTANT MODERATOR (one-year terms)

BYLAW ARTICLE II, Section 1. "...The moderator shall preside at the annual and special meetings of the conference and perform all the duties generally incumbent on such an officer. The assistant moderator shall perform all the duties of the moderator during an absence of the moderator, or when called to the chair by the moderator. The moderator, assistant moderator,...shall be members of the Board of Directors. The officers' duties shall begin at the close of the annual meeting at which they have been elected.

(NOTE: In addition, they sit on the Administrative Team of the Board of Directors, work with the Annual Meeting Task Force which plans the program and schedule of the Annual Meeting, and work with the conference minister and Board of Directors in determining the business agenda of the Annual Meeting.)

BOARD OF DIRECTORS: (three-year terms)

BYLAW ARTICLE II, Section 4. (b) "The Board of Directors shall have general management of the life of the conference, shall nominate and terminate employment of the conference minister, shall call and terminate employment of associate conference ministers, shall plan the program and work of the conference, shall appoint such committees, task forces, and other organizations as it shall deem necessary for the work of the conference, and shall direct the collection and expenditure of the funds of the conference subject to the approval of the conference. It shall fill vacancies of the Board of Directors and any conference office. It shall set the time and place and plan the program of the annual meeting. It shall be responsible for an annual performance review of all conference staff. It shall make an annual report to the conference at the annual meeting thereof. (c) The Board of Directors of the conference shall meet a minimum of five (5) times a year, the exact time and place to be determined by the conference minister and the chair of the Board of Directors. It may meet in special session whenever necessary.

(NOTE: The Board of Directors organizes itself for carrying out its work. Members participate in five one or two-day meetings of the total board as well as meetings of the subcommittees of the board.)

Iowa Conference United Church of Christ
Board of Directors

Desired Knowledge, Skills and Commitments of Members

Duties of all Board Members:

- The duty of faithfulness - To be faithful to the Gospel of Jesus Christ
- The duty of care - Take responsible care when making decisions for the organization
- The duty of loyalty - Act in the best interest of the organization
- The duty of obedience – Act in accordance with the mission of the organization
- The duty of recusal – Stand aside if there is a conflict of interest

General Commitments for all Board Members:

- Is a committed Christian who continues to grow spiritually
- Is a member of and is committed to the United Church of Christ's mission, local and wider
- Understands and exercises the fiduciary responsibilities of the Board
- Supports financially the mission of the Conference, in addition to the local church support
- Is able to articulate, review and assess the mission of the Conference

Desired Knowledge and Skills for One or More Board Members:

- Knowledge of local church mission, stewardship, or faith development
- Can envision and assess the mission of the Conference
- Can assess and select executive leadership who can best implement the mission
- Can support and assess performance of the leadership and staff
- Can plan goals and objectives to achieve the mission
- Can raise adequate resources for fulfilling the mission, i.e., fundraising through personal contact and advocacy with churches
- Can assess the proper use of resources in faithfulness to donors and the mission
- Can envision and evaluate programs that support the mission
- Can record and organize information to create and sustain corporate memory

Desired Experience by One or More Board Members:

- Fund raising
- Understanding of fiduciary and legal responsibilities
- Human resource experience in interviewing and hiring
- Experience in personnel organizational policy development
- Budgeting and budget monitoring
- Prior Board experience in the profit or nonprofit arena
- Record keeping, i.e., minutes, policies, organizing information

NOMINATING COMMITTEE: (two-year terms) Suggestions of names to be sent to the association Advisory Council.

BYLAW ARTICLE II, Section 5. "The conference at its annual meeting shall elect a Nominating Committee consisting of one person from each association. Members shall be elected by ballot at the annual meeting of the conference to serve a two (2) year term. After each annual meeting and before December 31, the conference minister shall call together the Nominating Committee for the purpose of organizing itself. The Nominating committee shall seek the assistance of the associations, churches, and clergy of the conference in filling the slate of officers. Biographical sketches of the nominees for the major offices of the conference shall be provided. The report of the Nominating Committee shall be included with the Annual Reports. It shall be the duty of this committee to nominate suitable persons for moderator, assistant moderator, secretary, members-at-large on the Board of Directors, and members of the Nominating Committee."

(NOTE: The Nominating Committee usually holds a one-day meeting in early February. Members are then responsible to contact those persons who are suggested as nominees and to fill the slate.)

MAYFLOWER HOME BOARD OF TRUSTEES; (three-year term)

MAYFLOWER HOMES INC. BYLAWS, ARTICLE 1, Section 1. "The affairs of the corporation shall be managed by a Board of Trustees composed of eleven members." ARTICLE 2, Section 1. "There shall be a president, vice-president, secretary and treasurer, all of whom shall be elected at the Annual Meeting of the Board for one-year terms and may serve two consecutive terms." ARTICLE 3, Section 2. "The Board of Trustees shall establish standing committees in order to carry out its work as outlined in the current policy manual of the Board of Trustees. ARTICLE 4, Section 1. "The Board of Trustees shall select and appoint a competent experienced Executive Director."

(NOTE: The Board of Trustees ordinarily meets on the third Tuesday of January, March, May, July, September-annual meeting, and November, sometimes overnight. Expenses are paid by Mayflower Homes, Inc.)

GENERAL SYNOD DELEGATES: (Four-Year Term)

BYLAWS, ARTICLE IV, Section 5. "The number of delegates allocated to the conference by the Executive Council of the United Church of Christ shall be elected by the conference at the annual meeting the calendar year preceding the General Synod meeting. Ministers may constitute not more than half (1/2) of the number of elected delegates. The term of the conference delegates shall begin at the opening of the next regular meeting of the General Synod following their election and shall continue for a period of four years, terminating at the opening of the third regular meeting to the General Synod following their election. No delegate who has served a full term shall be elected until after at least two (2) years have elapsed. Delegates shall be members of all regular and special meetings of the General Synod which are held during their term of office unless they have been separated from the bounds of the conference. ...The conference will pay the expenses of the delegates while at General Synod meeting. (The Bylaws of General Synod state "the travel expense of voting delegates shall be borne by the General Synod.")

(NOTE: General Synod delegates are elected to a four-year term which involves participation in two meetings of the Synod. Iowa delegates meet in orientation sessions before each General Synod meeting to study and discuss issues and agenda. They participate in evaluation and interpretation sessions after the Synod session.

The General Synod is the representative, deliberative body of the United Church of Christ. Composed of approximately 850 delegates and associate delegates, it symbolizes the whole church as a community committed to mission. The Bylaws of the United Church of Christ prescribe that the General Synod shall hold a regular meeting biennially and may hold special meetings when called as provided in the Bylaws. The Bylaws also state that the delegation shall be representative of racial and ethnic persons, women and youth (at least 20 percent of each delegation must be under 30 years of age at the time of the commencing of their terms).

The General Synod defines and clarifies the nationwide and worldwide mission of the United Church of Christ; celebrates and strengthens the institutional unity inherent in the work and worship of local churches, associations, conferences, and national ministries; adopts, recommends, and reviews national programs and policies; adopts a budget and refers its implementation to its Executive Council which is empowered by the Constitution to act for the General Synod ad interim; elects officers of the church, and elects those members of the Executive Council, four ministries, and other national agencies whose election is vested in the General Synod.

The role of each delegate to the General Synod is to be responsibly concerned about the life and work of the whole church as well as that of the conference from which the delegate comes and the interrelationships which exist between the conference and the General Synod.)