

**First Unitarian Church Of Alton  
Board Policy on Organizational Structure**

**Purpose:** To designate reporting relationships between the Board, the Minister and Staff, Committees and Teams doing work on behalf of the Church.

**Reference:** **Article IX - Committees of ByLaws approved May 17, 2015**

Section 3: The Board of Trustees designates the function of standing committees and creates ad hoc committees as needed to conduct church affairs. Some Committees and Teams report to the Minister while others report to the Board; specific committees or teams and the reporting relationships are designated in the Church Policy and Procedures Manual. The president appoints chairs, with approval of the Board of Trustees, by the end of July of each fiscal year. These appointments are for one year and may be renewed.

**Background:** At the May 17, 2015 annual congregational meeting there was a discussion about removing the listing of standing committees from Section 3 and replacing it with the general language given above with the understanding that the organizational chart with committees and teams would be incorporated into the Church Policy & Procedures Manual. This policy would do that.

The congregation also agreed to delete Section 4 which specified meetings between standing committee chairs and the President-Elect with the understanding that the statement would be modified and also included in the policy.

**Presented and discussed at:** 7/1/15 Board Meeting

**Action taken:** Approved at 7/1/15 Board Meeting

The specific staff, teams and standing committees are shown on the included Organizational Chart. In addition, Chairs of standing committees reporting to the Board will meet at least once a year with the President-Elect to coordinate activities and future plans.

## First Unitarian Church of Alton Organizational Chart

