

Board of Trustees

The board of trustees is the leadership body of the corporate entity of the Highland Presbyterian Church. Trustees are responsible stewards of church financial matters and manage facility operations and maintenance while striving to help the church fulfill its mission and vision.

Size: 15 Highland Members

Time commitment: Monthly meeting on the 2nd Tuesday and approximately 10 hours of work or less, per month, dependent upon the role.

Responsibilities:

- Conduct an annual meeting of the Corporation.
- Prepare a written record for all meetings of the Corporation summarizing the actions taken therein.
- Execute all contracts on behalf of the Corporation.
- In conjunction with the Finance Committee, monitor church income and expenses and take necessary steps to assure acceptable budget performance.
- Monitor performance of service providers and contractors for the church facility.
- Oversee facilities usage/rental policy for internal and external groups which is administered by staff.
- Respond to and act upon non-routine requests for and issues arising from facility use by internal and external groups.
- Monitor the condition of the church facility and take appropriate steps to reasonably maintain the facility, minimizing facility deterioration and adverse impacts on use and enjoyment by the Congregation.
- Maintain open communications with Session and Session-chartered committees on present and future needs of church facility, including improvements, alterations, and impacts on maintenance personnel staffing.
- Maintain open communication with custodial staff, in-house and professional, in performing duties.
- Maintain security for individuals and property in building and on grounds.

- Maintain adequate insurance coverage for entire facility and property and handle any claims through the church business manager.

Structure:

- The Nominating Committee of HPC slates candidates for board vacancies each year. This slate is voted on by the congregation at the annual meeting of the corporation.
- The Board, configured in classes of four (5) members each, will be comprised of no less than 15 members elected from the congregation. Vacancies in any of the classes are slated by the Nominating Committee of the church and elected by the congregation at the annual corporation meeting. In addition, the following non-voting representatives will sit on the board: one Session member and one minister.
- Member representatives from the Trustees will be selected annually by the Board to sit on the following church committees: Personnel, Nominating, Highland Fund, Stewardship and Boy Scouts of A.
- Board members are elected for a term of three (3) years and may serve no more than two consecutive terms or six (6) years. A person may be re-elected to the board after one year as a non-member.
- Since specific skills are required of some Trustees (e.g. HVAC, insurance, finance), information on needed skills for upcoming board vacancies are normally communicated to the current Nominating Committee Chair.
- The executive committee of the board includes the president, vice-president, treasurer and secretary. This committee is elected annually by the sitting board members.
- The executive committee members shall receive bank(s) approval to sign checks on behalf of HPC as called upon to do so for Trustee expenses.
- The treasurer of the board is the church treasurer.
- A quorum is a majority of the fifteen (15) elected members or eight (8) members in attendance.
- To facilitate timely action, discussions and decision making may be conducted in regular monthly meetings and by written communications distributed to the entirety of the board as deemed appropriate by the board.