

Church of the Foothills

Board of Trustees

Annual Responsibilities

JANUARY

1. Trustees vote to request Endowment Committee distribute its annual Trustees funds
 - a. All Endowment funds must be deposited only into Facility Improvements funded account 21405, per church process

FEBRUARY

1. Welcome new board members
2. Select chair (attends Council meetings and uses email to communicate)
3. Select recorder who uses email to communicate
4. Identify who will email Kris a timely copy of all meeting agendas and minutes
5. Identify who will check the board's mailbox in the church office on Sunday mornings
6. Discuss how some board business can be done between meetings (via email)
7. For all task forces: identify trustee leads and back-ups, church staff, and church board/committee members

AUGUST

1. Prepare and discuss proposed Trustees expense accounts budget for the next fiscal year (January – December)
2. Each year add \$1,000 to Parking Lot Maintenance funded account 21410 to build up funds to pay for slurry seal costs that will be incurred every five years

SEPTEMBER

1. Finalize and approve budget for the next fiscal year.
2. Chair submits Trustees' budget to Council.

OCTOBER

1. Review all expense and funded accounts remaining in current year's Trustees' budget
2. Money not used in expense accounts in current year is not carried over to next year's budget
3. Determine if unused expense account money could be transferred to another account, for example Special Projects account 66120 to fund either year-end projects (equipment, labor, etc.) or used now to fund some of next year's special projects

DECEMBER

1. Review facilities use process, agreement, fees, users and determine what changes are needed, if any