

Spiritual Enrichment Center Board of Trustees

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BOARD OF TRUSTEES

QUALIFICATIONS FOR NOMINEES FOR ELECTION TO BOARD

- Membership at the Spiritual Enrichment Center-Redding (SEC) for at least one year.
- Twenty-one years of age or older.
- Certificate of graduation from SOM I or II taken at the SEC.
- The willingness to serve as a board member and give the time and energy to the responsibilities that they will assume.
- Regular attendance, participation, and financial support of the church.
- Two members of the same household may not serve on the board concurrently.
- Board members shall not serve consecutive terms.
- An appointed board member may be elected to the board upon the expiration of their appointed term. This shall not be considered consecutive terms.
- The board may waive the requirement that a nominee have completed at least one year of SOM I or II by unanimous vote and the nominee's commitment to begin or complete SOM I or II while serving on the board. Each request to the board for a waiver of this type will be done on an individual basis. If this waiver is requested for a nominee to be voted on at the annual congregational meeting, such request must be made to the board in writing in time to be considered at the regular meeting of the board for February.

ELECTION OF BOARD OFFICERS

- The term of office for board officers (President, Vice President, Secretary, and Treasurer) shall be for one year.
- Immediately following the annual congregational meeting the board shall elect its officers in accordance with Article VIII of the by-laws of the SEC. The voting shall be by secret ballot, with a simple majority needed to elect.

FILLING VACANCIES ON THE BOARD FOR UNEXPIRED TERMS:

- Qualifications of church members appointed to fill a vacancy shall be the same as those for nominees for election to the board.

NOMINATING COMMITTEE:

- The nominating committee shall consist of four members: the pastor, one member of the board, and two members of the congregation.
- The nominating committee shall be appointed by the president of the board at least two months prior to the annual membership meeting.
- The nominating committee shall submit their report to the board at the regular monthly board meeting immediately prior to the annual membership meeting for approval of the board.
- At the annual membership meeting, the nominating committee shall submit to the membership one eligible nominee for each vacancy on the board.

DUTIES OF BOARD TRUSTEES

DUTIES OF THE VICE PRESIDENT OF THE BOARD

- To chair the meetings of the Board of Trustees in the absence of the President.
- To be a member of the executive committee

- To be a signer on all Church bank accounts
- To remind the Board member who is scheduled to be the Board Member Of The Week for the coming week of their commitment and to facilitate rescheduling as needed.
- To remind all board members on a monthly basis that Seva Area reports are due to the church office by the 15th of each month to be included in board monthly mailing
- To hold orientation/briefing for any board members who are absent from a meeting to review information covered and decisions made.

DUTIES OF THE SECRETARY OF THE BOARD

- To record and prepare minutes of all regular and special Board meetings. The minutes for any meeting shall be prepared within two weeks of the meeting.
- To be a member of the executive committee
- To be a signer on all Church bank accounts
- To prepare correspondence from the Board as needed

DUTIES OF THE TREASURER OF THE BOARD

- To oversee the accounting and reporting of all church financial activity.
- To be a member of the executive committee
- To be a signer on all Church bank accounts
- To be a member of the budget committee
- To be a member of the endowment committee

MONTHLY BOARD MEETINGS

- To be held on the fourth Wednesday night of each month.
- The meetings will begin at 5:30 p.m. no end time is set
- Meetings are held at the church.
- Visitors are welcome to attend.

EXECUTIVE COMMITTEE:

- The executive committee will have five voting members comprised of the pastor and four board officers. In the event that the treasurer or secretary are non-voting members of the board, the board shall elect another voting member or members of the board to serve on the executive committee so that executive committee always has five voting members. The executive committee may act on behalf of the board and church as permitted by the by-laws when it may be deemed advisable and expedient. Minutes of all executive committee meetings and actions shall be kept and submitted to the full board at the next regular board meeting, at which time the full board shall consider acceptance of the executive committee actions.