

BOARD OF TRUSTEES
(The duties of the Board of Trustees from the Church Constitution)

ARTICLE FOUR: BOARD OF TRUSTEES

Section I. The Board of Trustees shall consist of at least four [4] members. Terms of office shall be for two [2] years, terms beginning on June 1st of odd-numbered years and concluding on May 31st of the following odd-numbered year. Board members may succeed themselves twice [maximum of three consecutive terms or six consecutive years]. At their first meeting following their installation into office they shall elect from their midst a Chairman [who will sit on the Church Council] and a Secretary. [See Constitution, Art. Six, Section IV.b.].

Section II. Duties:

- a. The Trustees shall administer the property of the congregation and see to it that it is kept in good repair. To this end they shall authorize all operating expenditures. Their annual budget appropriation shall limit their total annual expenditures unless granted extra funds by the Voters' Assembly.
- b. They shall make a thorough inspection of all the property annually and shall report on the same to the congregation at its regular meetings.
- c. They shall conscientiously carry out all resolutions referring to the property of the congregation, such as making contracts, employing workmen, etc.
- d. They shall execute all such acts in the name of the congregation according to its resolutions. Whenever the Trustees thus act in the name of the Voters' Assembly, the latter shall be responsible. If, however, the Trustees act without the resolution of the congregation, they themselves shall be held responsible.
- e. It shall be their duty to insure all the property of the congregation against loss or damage. They shall keep the Council and congregation informed as to insurance coverage so that policies may be updated and renewed on time.
- f. It shall be their duty to see to it that the deeds and other valuable and important papers of the congregation shall be kept securely. Also it shall be their duty to provide bonding in sufficient amounts for the financial officers of the congregation.
- g. After every election the Board of Trustees, in compliance with the laws of the State of Wisconsin, shall confirm as such the Treasurer elected by the congregation.