

PUBLIC IMAGE OR CREDIBILITY OF UUCA - POLICY AND PROCEDURES

Rev. Anthony David

Policy

Our policy at UUCA is to:

1. Explicitly specify the conditions under which UUCA endorsing or sponsoring events in our facilities
2. Limit the number of people who can officially speak for the congregation
3. Specify expectations of professional behavior from UUCA Staff and Board

Procedures

1. To explicitly specify the conditions under which UUCA will endorse or sponsor events in our facilities, we follow this procedure:

From: Rules and Procedures for Use of UUCA's Facility

Unless approved in writing on the application, use of UUCA's facilities does not imply endorsement or sponsorship of the event by the congregation. Therefore, publicity shall be designed in such a way that no suggestion of endorsement or sponsorship is implied.

2. To limit the number of people who can officially speak for the congregation, we follow this procedures:

From: UUCA Personnel Handbook

F. MEDIA INQUIRIES

All requests for information about UUCA from newspapers, television, radio, and other media including the internet should be directed to the Senior or Assistant Minister. An appropriate response to a media inquiry would be, "May I contact the appropriate person and have that individual get back to you?" In the event that an ordained minister is not available for comment, the Business Manager may speak with the media in regard to day-to-day operation of the congregation such as event planning and facilities use or other similar inquiries.

3. To specify expectations of professional behavior from UUCA Staff and Board, we follow these procedures:

From: UUCA Personnel Handbook

H. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and UUCA. Name badges should be worn when employees are on duty.

From: UUCA Board Policies

E. Board Members' Code of Conduct

The Board members commit to ethical and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly,

1. Members will disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict of interest.
2. Members must represent unconflicted loyalty to the interests of the congregation. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the congregation's services.
3. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the congregational staff except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - b. When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that member shall absent herself or himself from not only the vote but also from the deliberation by leaving the meeting.
 - c. Board members must not use their positions to obtain employment by UUCA for themselves, family members, or close associates. Should a member of the Board desire employment, he or she must resign from the Board first.
4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in the Board policies.
 - a. Members' interaction with the Executive or with staff must recognize the lack of authority vested in individuals except when explicitly Board-delegated.
 - b. Members' interactions with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
 - c. Members will not express or act on their individual judgments of the Executive or staff performance outside of the Board.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature.