

## **OPP 2.4 – ROLES AND RESPONSIBILITIES OF THE TRUSTEES**

**PURPOSE:** To further define the responsibilities of the Trustees in their role as the legal agents for the congregation of Round Rock Christian Church (RRCC), a non-profit corporation in the State of Texas.

### **ROLE OF THE TRUSTEES**

The Constitution and Bylaws of Round Rock Christian Church establish positions for three Trustees serving staggered three year terms. Two Trustees serve as a part of the Administrative Team and the third Trustee serves as a voting member of the Guiding Board. Each Trustee serves the first two years of their three year term on the Administrative Team and the third year on the Guiding Board. If there is a Trustee vacancy the Guiding Board is authorized to fill the vacancy until the next administrative election year.

Trustees are expected to be active participants in the Guiding Board and the Administrative Team and may serve as members or chairs of committees, sub units or task forces of the Guiding Board and Administrative Team

The primary responsibilities (main role) of the Trustees are:

- Under direction of the Guiding Board and subject to the approval of the congregation, represent RRCC in all legal matters of the church.
- Give congregational oversight to the legal, administrative and financial processes of the church.
- Hold title to the property of the church on behalf of the congregation and handle all its related transactions.
- Conduct independent oversight of church policy and procedure to include the financial and personnel systems.
- Supervise all endowment and trust funds.
- Be the congregation's legal agent in the execution of any and all contracts for services, employment, property, insurance, assessments, etc.

### **SPECIFIC RESPONSIBILITIES OF THE GUIDING BOARD TRUSTEE**

The following are specific responsibilities of the Guiding Board Trustee:

- Voting member of the Guiding Board
- Fill the role of Secretary of the Corporation as defined in Texas state law. Insures that Registration as a corporate entity is maintained with the Texas office of the Secretary of State.
- Chairperson of the Trustees.
- Along with the Moderator and representing the Guiding Board, sign all Letters of Calling and Agreement with Called Ministers of the church on behalf of the congregation.
- Assist the Guiding Board in interpretation of policy and procedure.

## **SPECIFIC RESPONSIBILITIES OF THE ADMINISTRATIVE TEAM TRUSTEES**

The following are specific responsibilities of the Administrative Team Trustees:

- Participate as a full member of the Administrative Team. May chair or participate in all committee's answering to the Administrative Team.
- Keeps communication with and assists as necessary the Guiding Board Trustee.
- Perform duties as Trustees of the Permanent Fund (see OPP 3.4 – Permanent Fund).

## **DEFINITIONS**

Secretary of the Corporation – A senior position in a corporation normally in the form of a managerial position or above. The Company Secretary is responsible for the efficient administration of a company, particularly with regard to ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the Board of Directors are implemented. Despite the name, the role is not a clerical or secretarial one in the usual sense. The company secretary ensures that an organization complies with relevant legislation and regulation, and keeps board members informed of their legal responsibilities. Company secretaries are the company's named representative on legal documents, and it is their responsibility to ensure that the company and its directors operate within the law.

Legal Agent – A consensual relationship created by contract or by law where one party, the principal, grants authority for another party, the agent, to act on behalf of and under the control of the principal to deal with a third party. An agency relationship is fiduciary in nature, and the actions and words of an agent exchanged with a third party bind the principal. An agreement creating an agency relationship may be express or implied, and both the agent and principal may be either an individual or an entity, such as a corporation or partnership.

Assessment(s) – The process by which the financial worth of property is determined. The amount at which an item is valued. The determination of the amount of damages to be awarded to a plaintiff who has been successful in a lawsuit. The ascertainment of the pro rata share of taxes to be paid by members of a group of taxpayers who have directly benefited from a particular common goal or project according to the benefit conferred upon the individual or his or her property. This is known as a special assessment. The listing and valuation of property for purposes of fixing a tax upon it for which its owner will be liable. The procedure by which the Internal Revenue Service, or other government department of taxation, declares that a taxpayer owes additional tax. This process is also known as a deficiency assessment.

## **REFERENCES**

- *OPP 3.8 – Permanent Fund*, Operating Policy and Procedures Manual, Round Rock Christian Church. RRCC website: <http://www.rrdisciples.org/OPPs.html>

- *Definition of a corporate secretary*: [http://en.wikipedia.org/wiki/Company\\_secretary](http://en.wikipedia.org/wiki/Company_secretary)

- *Definitions*, Title 1, Sec 1.0002, Texas Business Organization Code. Texas Secretary of State website: <http://www.statutes.legis.state.tx.us/?link=BO>

- *Non Profit Corporations*, Title 2, Chapter 2, Texas Business Organization Code. Section 22.231 Officers. Texas Secretary of State website: <http://www.statutes.legis.state.tx.us/?link=BO>

- *Members Right to Inspect Books and Record*, Title 1, Sec 22.351, Texas Business Organization Code. Texas Secretary of State website: <http://www.statutes.legis.state.tx.us/?link=BO>

**AUTHORITY:** *Section V of the Bylaws of Round Rock Christian Church. The Trustees hold title to the property of the congregation and act as legal agents for all related matters at the direction of the Guiding Board, and perform such duties as required by the laws of the State of Texas.*

**EFFECTIVE DATE**

August xx, 2012

**LAST REVISION DATE**

August xx, 2012

**LAST REVIEW DATE**

August xx, 2012