

## **POLICY ON COMMITTEES**

### **Mission, Strategy, Responsibilities, and Tasks**

UUCOD relies on its members and friends to create a supportive, nurturing, and inclusive community that is welcoming to all. Volunteers are essential, and they volunteer for a variety of reasons. They enjoy being with others. They value the community service being performed. They find spiritual meaning within the community and its activities. They know that groups can be more effective than individuals. All volunteers should be encouraged to find their niche at UUCOD within various committees and activities. Committee chairs' leadership thus makes real their commitment to enriching the life of UUCOD.

UUCOD has various types of committees, some administrative and others program oriented. Administrative committees provide the structure for getting things done. They include the Facilities Operations, Finance, Membership, Nominating and Personnel. Program committees carry out congregational programs, in consultation with the Minister and the Church Council, and report to the Board of Directors through the 1st Vice-President/Church Council Chair. They include Hospitality, Religious Education for children and adults, Social Justice, and Sunday Service. Other committees include subcommittees, ad hoc committees and task forces. Each committee makes important contributions to maintaining and improving our congregational life and to fulfilling our UU ministry.

#### **General Guidelines**

- Committee program years shall be July 1 through June 30th.
- Members and friends are eligible to serve as members. Committee chairs must be voting members of the congregation. All committee meetings with the exception of the Committee on Ministry are open to visitors.
- All committees work on a statement of annual goals at the first tri-annual Church Council meeting.
- All committees shall prepare a report summarizing the year's activities for the 4th quarter Church Council meeting and be prepared to present it at the annual Congregational Meeting.

#### **Communication**

- Communicate regularly with the Board and as needed with other committee chairs and the congregation. Notify other committee chairs when your plans will affect them. For example, the Hospitality Committee should be requested in a timely manner when their assistance will be needed. Good communication is important to keep everyone informed. We all care about how well our programs and activities are working and there are many ways we can help each other.
- The Church Administrator is responsible for keeping the building use calendar. Please notify him/her of committee meetings or other activities that will take place in the church. This will insure that space is available. Keep in mind that the newsletter is issued at the first of each month so please submit articles and

announcements by the deadline, *every Wednesday by 11 am. If a submission is late, it may be included if space and time allow.*

### **Relationship to UUCOD Board of Directors and Minister**

- Committees relate formally to the Board of Directors through liaisons who are members of the committee and the Board. The First Vice-President calls and presides at the tri-annual meetings of the Council. The Vice-President shall present regular reports to the Board and is the conduit for presenting issues, concerns, or suggestions from standing committee chairs to the Board. Please notify the Vice-President by the second Sunday of the month of issues for that month's Board agenda.
- The minister is a resource and consultant to committee chairs, so phone or e-mail the Minister to share information or invite input. The Minister knows our members and friends and has access to the variety of resources at PWR and UUA.

### **Committee Chairs**

- As we work together toward fulfilling UUCOD's mission, committee leaders need to nurture their volunteers, lead their committee effectively, and communicate fully.
- Committee chairs must be voting members of the congregation.
- It is essential for the committee chair or designee to attend tri-annual Church Council meetings. Each year you and your committee members should review and, if appropriate, update the purpose and responsibilities of the committee. After the 1st Church Council meeting, identify committee goals and projects for the coming year (July-June.) It is understood that priorities and plans may change during the year. In setting priorities, remind members that undertaking a large number of projects requires either a large number of volunteers or a lot of work by a few volunteers.
  - **Nurture volunteers:** Try to identify/recognize the gifts each volunteer brings. Try to make your committee members feel involved and appreciated. Respect their ideas. Try to operate the committee democratically. Say thank you often. Lead effectively. It is neither expected nor desirable that the chair personally do all of the committee's work. Delegate and get your committee members involved. Let committee members assume responsibility for projects, perhaps rotating responsibility.
  - **Meet regularly.** Remind members of date, time, and place several days before the meeting. Appoint or elect a committee secretary to keep notes or minutes. They need not be elaborate. The purpose is to record who is doing what, time tables, recommendations. Use any format you or your secretary prefers.
  - **Meeting After Sunday Service:** Any committee meetings scheduled for Sunday are to begin at 11:45am or later in order for the minister and committee members to be able to participate in coffee and conversation after the morning service.
- **Monitor your committee's budget.** You will receive a budget summary monthly. Any committee using the church for a meeting is responsible for returning all furniture to its original location and removing all papers, materials, etc. used for the meeting. If the

kitchen is used to prepare and/or serve refreshments, it must be cleaned up afterwards and the dishwasher run if loaded.

**Expenses**

- Only the Chair can authorize expenditures. Committee members may not make purchases on their own, unless prior approval is given by the Chair. Board approval is not needed for expenditures that were part of the approved budget.
- Use the printed form for reimbursement. This form asks for the information the Treasurer needs to keep accurate records.
- Requests for reimbursement should be submitted, along with receipts, as soon as possible after the expense is incurred but no later than 4 weeks afterward.
- Keep track of your committee expenditures. If expenditures are wanted outside the committee's budget, the Chair can make a request to the Board.

**Fundraising Activities of Congregation Groups**

- All fundraising activities except the pledge drive are to be coordinated by the Finance Committee which reports to the Board of Directors. It is the function of the Finance Fundraising Sub- Committee to raise non-pledge funds for the operating budget, as requested by the Finance Committee or Board, or for special purposes. Events should be spread out over the year. The Board of Directors, in consultation with the minister, should approve the annual fundraising plan and, considering the recommendation of the Finance Committee, approve disbursement of monies raised by the Fundraising Committee.
- No committee shall do fundraising on its own behalf. Committees or groups wishing to raise funds for charitable or special causes should gain Board approval and then inform the Finance Chair to avoid conflicts in date and activities.
- *Fundraisers held on Sunday shall not disrupt Sunday Worship or Social Hour. This may necessitate Sunday fundraisers to begin at noon or later, especially if extensive set up is necessary*

Adopted by Board Resolution September 19, 2017

Sarah Gonzales, President

Jane Zaun, Secretary