

**UUFSD Policy and Procedure Document****Policy ID: 401****Title: Committee Operations**

Date Approved: June 28, 2009 by the Board of Directors

**Purpose**

Committees are the primary organizational unit responsible for the planning and execution of activities at the Fellowship. They carry out their activities with leadership from the Professional Staff (the Minister, the Director of Religious Education, and the Music Director) and from the Board.

**Policy**

Our bylaws say this about committees:

The Board shall create such standing, ad/hoc and appointed committees as are necessary for the efficient operation of the Fellowship. Standing committees shall include but not be limited to: Religious Exploration [currently called "Religious Education"], Finance, Membership, and Sunday Services. Appointed committees shall include but not be limited to: Committee on Ministry, Personnel, and Endowment Fund Committees. Chairpersons of individual committees may either be appointed by the Board or be elected by the members of the committee and approved by the Board.

Each committee must have a Chairperson. In some cases, this will be two co-chairs. If a committee chooses to rotate or share the normal duties of a chair (for example, calling meetings, setting agendas, etc.) the committee must still have a Chairperson on record to provide a stable contact point for staff and other committees.

Each committee will have a "Board Liaison". This is a board member assigned to work with the committee. The Board Liaison need not do committee work and may or may not attend all committee meetings (though he or she would probably want to attend regularly). The role will vary somewhat, depending upon the committee, but in general the Board Liaison may do any or all of the following:

- Ensure smooth communications between the committee and the Board.
- Help negotiate any differences between the committee and other committees.
- Help recruit new members to the board.
- Help recruit a new chairperson when that position becomes vacant.
- Ensure that the committee has an adequate and current written policy and procedure document. (See "Procedure" section below.)

Committee operations vary widely from committee to committee, and committees are encouraged to exercise a good deal of autonomy in their operations. Each committee should have its own policy and procedures document to cover the following:

- How are committee members selected/recruited?
- What, if any, is the desired number of members? (For example, the Religious Education policy states they want to operate with a minimum of four members.)
- Is the committee open to all, open only to members, or (such as in the case of the Committee on Ministry and Personnel) closed to members except as appointed by the Board of Directors?
- What are the responsibilities for being on the committee? Is there an expectation concerning the "term" of the membership? How often does the committee meet?
- What are the responsibilities and operating procedures for the committee?
- What cases, if any, would the committee refer to the Board or Professional staff to decide, and what would be handled at the Committee level?

### **Procedure**

Each committee defines its own policies and procedures keeping in mind the guidelines in this policy document. As policies and procedures need creation or revision, the committee works with their assigned Board Liaison to submit updated documents to the board for approval and inclusion in this manual.