

COMMITTEES and COUNCILS at RRUUC

*Revised and approved by the Board of Trustees, March 15, 2011
Approved February 27, 2008; the 1983 policies were revised and combined into one policy
Approved June 26, 1983 as 2 separate documents "Authority and Responsibility of Committees"
and "Structure and Organization of Standing Committees"*

I. DEFINITION

A. Standing Committee/Council. A Standing Committee is defined as one that has been established by the RRUUC Bylaws or by the Board of Trustees (Board) as a permanent committee necessary for the ongoing functioning of RRUUC.

1. Standing Committees/Councils established by the Bylaws include the Leadership and Nominations, Finance, Audit, Investment, and Endowment Fund Committees and the Social Justice Council.
2. Other permanent Standing Committees include: The Adult Enrichment, Building, Communications, Computer, Denominational Connections, Grounds, Membership, Ministerial Relations, Music, Personnel, Religious Education, and Stewardship Committees, and the Pastoral Care Team; this list may be changed by the Board.

Standing committees/councils shall have a Board liaison and a current charter approved by the Board. The ministers are considered ex officio members of all Standing Committees/Councils. The DRE is an ex officio member of the Religious Education Committee. Other permanent Standing Committees may have ex officio members as provided in their charters. Ex officio members are non-voting members of the committee unless otherwise stated in the charter.

B. Member-created Committees. There are numerous other committees that operate to make RRUUC a spiritual home for its members. Per the Bylaws, "Members of the Congregation may create such other committees, task forces, working or other groups without action of the Board, provided that the purpose and activities of such groups are consistent with the mission of the Congregation, the Articles of Incorporation, the Bylaws, all Resolutions duly adopted by Members of the Congregation (and remaining in effect), and all policies and other actions adopted by the Board (and remaining in effect). Any such group shall advise the Board and the RRUUC Director of Communications & Outreach of its formation and periodically advise the Board (or such other group or person designated by the Board) of its activities and shall be subject to any requirements or limitations in this policy or as the Board may adopt."

II. CHARTERS

Standing committees referred to in I. A. above are required to have a charter. Member-created Committees are advised to develop a charter to guide their work. Charters will:

- Make a general statement of purpose for the committee;
- List specific tasks identified at the time the charter is written (the committee may carry out other specific tasks not listed which are within the scope of the general statement of purpose);
- List any sub-committees/task forces known or planned at the time the Charter is written, it being understood that additional sub-committees may be established to accomplish tasks of the committee;
- Set any other special conditions which the Board believes are necessary such as the number of members, selection of chair, and the rotation schedule.

Charters shall be reviewed and revised when the purpose of the committee changes or at least every 5 years. The Board shall be notified and given a chance to comment when a charter changes.

III. ORGANIZATION OF COMMITTEES

NOTE: Standing Committees shall follow the specifications in the RRUUC Bylaws or the Committee Charter as to specifications on how members are selected or appointed, size, selection of the chair, and rotation of chair and members. In the absence of such specifications, recommendations are as follows:

A. Selection of Members. All members of L&N, Finance, Audit, Investment, Endowment Fund, Ministerial Relations, and Personnel Committees must be voting members of RRUUC. Members of the Ministerial Relations Committee and the Personnel Committee shall be appointed by the Board. Other Standing Committees and Member-created Committees shall determine their own method of selecting members and may include persons who are not members of the congregation so long as they do not constitute a majority of the committee. Committee participants who are not members of RRUUC shall be listed in the RRUUC database; the committee chair has the responsibility of forwarding names of committee members to the Director of Communications & Outreach or other designee.

B. Chair. All committee/council chairs whether 'Standing' or 'Member-created' shall be voting members of RRUUC. Chairs should be elected or appointed for a term of 2-3 years with a limit of 2-3 terms (for a limit of 6 years). Committees not otherwise specified as having a chair appointed by the Board shall elect their own chair.

C. Members. Committees shall normally have at least 5 members to be considered a viable committee. Recommended term of service on committees is 2-3 years beginning July 1 unless stated otherwise in the committee charter. Terms may be renewed; however turnover is to be encouraged to bring new ideas into committees and to give individuals a chance to serve in multiple areas of RRUUC. Terms should be staggered so that some members are new each year.

D. Meetings. Meetings of committees are open meetings, but only members of the committees may vote. When sensitive matters are to be discussed, the committee may go into executive session. Frequent absence from meetings without notice will be taken to mean loss of interest and the absent person shall be asked by the chair if s/he would like to be replaced. Meetings shall be set in advance, publicized, and use of a room cleared with the congregation's office. Minutes of each meeting will be taken and copies sent to the Board liaison, if any, and to all committee members. The minutes shall be made available to the office upon request.

IV. AUTHORITY AND RESPONSIBILITY

Each committee of the congregation is delegated full authority and charged with complete responsibility for the planning, implementing, and operation of all congregational programs and activities within the scope of its functions. Each committee should proceed on this basis without further consultation with, request from, or approval by the Board of Trustees, except for referral of questions raising policy matters not previously presented to the Board; committees with liaisons should keep in contact with the assigned liaison. It is the intent of the Board of Trustees that each committee shall have broad discretion within existing policy guidelines and should refer questions to the Board only when they involve significant extension of, or departure from, past policies or practices of the congregation. However, each committee is always welcome to meet with the Board whenever desired by the committee. Specifically, within the scope of its functions and broad policy guidelines, each committee shall:

A. Plan, implement, and operate programs and activities on a creative and imaginative basis, striving for excellence and incorporating, as feasible, the goals and objectives of the current RRUUC Strategic Plan.

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B. Coordinate dates and space for programs and activities through the RRUUC office.

C. Stay within budget. For committees with a line item budget, the chair shall authorize the expenditure of funds and sign and submit vouchers to the Administrator. The voucher shall certify that this payment does not exceed the committee's budget for the year. Further, the committee shall periodically review expenditures comparing them with budgeted amounts and promptly notify the Board of Trustees if budgeted amounts are inadequate. Proposed expenditures in excess of budgeted amounts shall be submitted to the Board for approval.

D. Submit annual membership list and committee activity description as requested to the Director of Communications & Outreach or other designee for inclusion in the Committee Chairs and Members Master List/ACS Records and Activities brochure.

E. Publicize all committee programs and activities by preparation of copy for newsletters, flyers, posters, bulletin board materials, etc., so that the congregation will be fully and currently informed of, and encouraged to participate in, all programs and activities. Also, because the internet is a primary means by which visitors and members learn about RRUUC activities, committees should maintain an up-to-date page on the RRUUC website and designate a committee member to perform that function. The office can arrange help to create the initial page.

F. Review programs and activities in depth for purposes of planning the program for the following fiscal year. Committees with a line item budget shall submit a written statement of the recommended program and requested budget to the Chair of the Finance Committee by the requested date.

G. Maintain any assigned storage space.

H. Submit an annual report to the Administrator by the date requested for inclusion in the RRUUC Annual Report.

V. DISTRIBUTION OF THIS DOCUMENT

Copies of this document will be provided by the Board liaison to the Chair of each Standing Committee when s/he assumes that position, together with a copy of the charter of the specific committee for which the chair has been appointed. Copies of this document will be provided by the Director of Communications & Outreach (or other designee) to committees without a Board liaison.