

UUCSV Charter for the Membership Committee

Approved by the Board on: _____

Revised by the Board on: _____

I. Mission

The overall mission of the Membership Committee is to greet visitors each Sunday, hold New Unitarian Universalist (UU) classes as well as membership ceremonies at least twice a year, help visitors and members find places to connect within the congregation, provide appropriate publications relating to membership, maintain contact with friends and members who come irregularly, and provide caring for those in need.

II. Objectives

- Organize greeting teams so that visitors are greeted appropriately.
- Conduct New UU classes quarterly, if possible, but at least twice during the year.
- Keep available all congregational publications relating to membership, including a brochure for visitors which introduces them to Unitarian Universalism and the UUCSV Church, a brochure or flyer on how to join, a "Ways to Connect" sheet listing committees, small groups, and church events.
- Provide monthly reports on membership to the Board of Directors, including numbers of visitors, names of new members, and those being dropped from membership.
- Update Membership Roll by February 1 annually. Determine current number of voting members for UUA purposes. Delete those who are no longer active, add those who have joined.
- Submit budget request to the Finance Committee by February 15th for the coming year (assuming July 1 to June 30 fiscal year).
- Convene Membership Committee meetings as necessary.

III. Responsibilities to the Board and Council on Committees (CoC)

- Develop and maintain a procedures manual detailing the processes by which the Committee will achieve its goals
- Attend CoC meetings
- Provide the Board of Directors with an annual report by April 15th of each year listing the Committee members and summarizing major activities, issues and plans
- Subcommittees of the Membership Committee are 1) Greeting; 2) Caring; 3) UU Orientation for Newcomers; and 4) Assimilation and Retention of Members

IV. Lengths of Term and Conditions

As the sole policy-making body for the Church (by its constitution) the Board will establish standing and *ad hoc* committees to carry out the activities of the Church. Also, the Board shall appoint each committee Chairperson (or Chair) and may delegate to the Chair the authority to appoint members.

As a standing committee of the Church, the Membership Committee will have a Board-appointed Chair and work within the following terms:

- The term for the chairperson of this Committee is 2 years and a chairperson can serve no more than two consecutive terms.
- The Committee chairperson will have regular interface and communication with the Board liaison to discuss relevant issues and anything needing Board action.
- The members shall serve on the Committee for a minimum of two consecutive years and a maximum of three consecutive years. The Committee reserves the right to extend terms if it feels that it is in the best interests of the Committee.