

Guidance and Format for UUCSV Committee Charters

According to current UUCSV Bylaws (Dec. 18, 2016), the Board is tasked with establishing standing and ad hoc committees through charters defining their mission and responsibilities. The Board will rely on its Board Liaisons and on committee chairs to help write and/or review draft charters before approval.

To ensure consistent information among the committee charters, the Board is providing guidance and a common format for the charters. Although some flexibility will be needed, the Board will try to make each charter compatible with all others.

UUCSV Charter for the Membership Committee

Approved by the Board on _____

Revised by the Board on _____

Authority: This committee is chartered by the Board of Directors to carry out the specified mission and responsibilities, according to UUCSV Bylaws (Article VI, section 4)

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 and maintain contact with friends and members who come irregularly.

Responsibilities:

- 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 brochures for visitors.
- Provide annual report to the Board of Directors using Board required format per Bylaws, Article VI, section 4..
- 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 Delete those who are no longer active, add those who have joined.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).
- Distribute meeting notes to committee and Board liaison.

Organization

Membership: 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.

Chairperson: 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

Meetings: The chair will convene Membership Committee meetings as necessary.

