

Charter for Council of Committees (CoC)—adopted 5/18/11

Mission: The CoC is a forum for the committee chairs to communicate and share ideas and inspiration. The CoC seeks to better accomplish the work of the congregation and to improve the quality of the programming through increased communication and the cross-pollination of ideas. The CoC seeks to inform the Policy Board about the daily activities of the congregation and recommends solutions to significant issues.

Leadership and Membership: The Chairperson of the CoC is the Vice President (VP). The CoC members are the Chairpersons of the Standing and Ad Hoc Committees. If they are unable to attend a meeting, CoC committee Chairpersons may designate another member from their committee to represent them at CoC meetings. Currently, CoC has 15 voting members and a quorum of 8. The Minister and the Director of Religious Education (RE) are ex-officio members of the CoC.

Specific Responsibility and Authority: The role of the CoC is embodied in Article VII of the By-Laws. The CoC has the responsibility of implementing the Policy Board's (PB) policies and oversees the day-to-day operations of the Fellowship. The CoC can also make formal recommendations to the PB. Chairpersons of the various committees may authorize payment of Fellowship funds within their respective budgets. The PB approves Committee Charters and monitors the overall budget lines of each committee.

Meetings: The CoC meets monthly. Communications occur via these monthly meetings and through electronic messaging.

Reporting Requirements: The VP will report to the PB on any actions from the CoC. The VP will also prepare a summary of the discussion at each CoC meeting for distribution shortly thereafter to the members of the CoC.

Outcome Measurements: (1) charters are prepared or updated, approved by the PB, and posted to the Website; (2) day-to-day operations of the UUFP run smoothly; and (3) chairpersons find that their committee activities are important and appreciated and that they want to continue in their leadership roles.