

Board of Trustees Charter Statements

for Committees, Task Forces, et. al.

10/24/2017

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Purpose

The purpose of this document is to capture charter statements of Board of Trustees committees and task forces, as well as the Facilities Custodian roles and responsibilities, as required by UUFS Board Policy Book section 1.3.2 Board Committees and section 2.1.1 Global Delegation. As such, only the Board authorizes revision to this document.

Scope

This document contains charter statements for Committees and Task Forces delegated by the Board, except those committees described in the UUFS Bylaws. The purpose of both the Building Fund Committee and Nominating Committee is contained in the UUFS Bylaws and not repeated in this document. A Committee or Task Force is a group to which the Board has “committed” a piece of business. For governance work the Committee or Task Force gathers information, drafts a policy, or prepares in some other way to report back to the Board.

In addition, this document contains the role and responsibilities for the Facilities Custodian who supports the Ministry Team and reports to the Board.

Standing Committees

Committee on Ministry

Role:

Assesses the health of all the ministries of the congregation as well as a support group for the Minister.

Responsibilities:

- Meet quarterly with the Minister
- Work with the Minister to set goals and expectations
- Review the Minister's performance in relation to goals and expectations
- Determine the annual compensation package for the Minister for inclusion in the budget

Composition of the Committee:

The Committee of Ministry shall notify the Board of any anticipated change in its committee membership. The Board will appoint any needed replacement member with the advice and consent of the Minister from a slate submitted by the Minister and President.

Finance Committee

Purpose:

The Finance Committee assists the Board with oversight of Fellowship's finances while fostering transparency and building confidence within the congregation. The committee provides reports to the Board for approval of the following: annual vision budget, securing insurance policy for the church, and arranging annual audit of financial records.

Annual Budget

The Finance Committee formulates the annual budget, starting with the development of the annual vision budget (usually the first weekend in February). The vision budget is created during a half-day meeting attend by as many of the committee chairs and interested parties as possible. It then presents this budget to the congregation for input and questions.

After the pledge drive is completed, the finance committee prepares a final budget for presentation to Board of Trustees at its May meeting. Once the Board of Trustees approves the budget, the finance committee presents it to the congregation at the May business meeting.

Associated Procedure: Compiling the Vision Budget

The vision budget meeting is held early in February. Hosted by the Finance Committee and ideally attended by the Board of Trustees and other key committee members, its goal is to tally an estimated budget for the following church year. To do this, the Finance Committee polls staff and committee chairs regarding their anticipated needs, and brings this information to the meeting.

The meeting is traditionally held offsite at the Maple Tree Inn, and requires a member of the Finance Committee to lead the meeting, while another member updates an associated spreadsheet on a computer. Ideally, the computer is connected to a projector so that all attendees can see changes in real time.

After discussion, the resulting vision budget is then used by the Fund-raising Committee as a guideline for that year's canvas.

Reporting:

The committee chair reports to the board.

Facilities Committee

Purpose:

The Facilities Committee helps the Board with negotiating our Facilities lease with the landlord. This includes lease amendments and lease renewals.

Responsibilities:

- Leads negotiation of lease amendments / renewal with the landlord
- May include conducting market survey prior to lease renewal
 - To identify at least one alternate facility site, making Fellowship requirements for space and location a priority in the search
- Present negotiation strategy of facility lease renewal to Board
- Keep Board informed of any on-going negotiation at Board meetings
- Present recommendation of any lease amendment / renewal to Board for contract approval.

Reporting:

Committee chairperson reports to the Board.

Governance Committee

Role:

Act as a resource to the Fellowship in support of good governance.

Responsibilities:

1. Help the board and its members understand their respective roles and good governance practices.
2. Support the identification and delivery of appropriate governance-related training in the Fellowship.
3. Help the board ensure needed policies exist, are accessible and are reviewed periodically.
4. Ensure UUFS by-laws are reviewed periodically.
5. Support the Board in monitoring relevant regulatory requirements.
6. Maintain committee meeting minutes, and record of information relevant to the committee.

Membership:

At least one member is a member of the Board of Trustees

Reporting:

Committee chair reports to the Board of Trustees

Facilities Custodian

Role:

The Facilities Custodian manages the physical space of UUFS, including chapel, offices, and classroom, in support of the Ministry Team.

Responsibilities:

- Oversees the space that UUFS uses as a tenant of the Congregational Church of Sunnyvale
- Maintains coordination with the Minister and Pastor of Congregational Church of Sunnyvale
- Purchases furniture and equipment as needed
- Addresses aesthetics issues related to the space UUFS uses
- Ensures the physical safety and emotional well-being of members and visitors within the physical boundaries of UUFS
 - Coordinates/requests safety checks from the Sunnyvale Department of Public Safety
 - Ensures that office staff maintains an ongoing disaster recovery and data security strategy
 - Develop an evacuation plan in case of emergency
 - Review evacuation plan at each congregational meeting

Reporting:

Facilities Custodian is appointed by the Board and reports to the Board.