

**DATE ADOPTED BY BOARD:** 11.12. 2012

**POLICY NUMBER I.C. 3.**

**NAME OF POLICY:** Committees

**POLICY PURPOSE:** Describe the purposes and objectives of committees.

**1.C.3. Committees**

**A.** The purpose of a Board Committee is to assist the Board in carrying out its primary roles of oversight, strategy and discernment.

**B. Board Committees**

1. Shall report to the Board.
2. Operate for an indefinite length of time (as Standing Committees).
3. Have specific objectives and restrictions as defined by the Board.
4. May gather information, write reports, make recommendations and draft policy.
5. Shall be comprised of Members of the Congregation and chairs shall be approved by the Board.
6. Shall not speak or act for the Board except when formally given authority by the Board.

**C.** The Board Committees shall include but are not limited to the following:

1. The Governance-Bylaws Committee
  - a. shall support the Board's role in implementing policy based governance and maintaining the Bylaws.
  - b. shall perform duties to include but not be limited to monitoring and making recommendations for improving Policy Based Governance, organizing the the Board's annual self evaluation, leading an annual training session for the new Board, and developing new policies and reviewing old policies.
  - c. shall perform duties to include but not be limited to reviewing the Bylaws at least every three years and proposing revisions as needed.
  - d. shall provide recommended Bylaws changes to the Board for review prior to a congregational vote according to Bylaws.
2. The Finance Committee
  - a. shall assist the Board in oversight of the Congregation's finances.
  - b. shall provide support for the Treasurer.

- c. shall ensure that processes are in place to protect the Congregation's property.
- d. shall coordinate the audit functions.
- e. shall collaborate with the Administry Leadership Team and the Board to recommend annual budget allocations and projections.
- f. shall have no management authority, and shall not participate in day-to-day financial decision making.

3. The Personnel Policy Committee

- a. shall assist the Board in developing personnel policies.
- b. shall perform duties to include but not be limited to ensuring compliance with applicable laws, and carrying out the staff grievance process as defined by these policies.
- c. shall have no staff day-to-day management authority.
- d. shall not participate in personnel decision making.

4. The Committee on Ministry

- a. shall assist the Board by strengthening the quality of the Congregational ministry.
- b. shall perform duties to include, but not be limited to
  - i. mediating conflicts
  - ii. making recommendations for goals and improvement in collaboration with the Administry Leadership Team.
- c. shall review the minister as required by the UUA.
- d. shall have no authority except to make recommendations.