

## UUFM COMMITTEE CHAIR JOB DESCRIPTION

Approved 12-21-16

This position is for a one-year term, to be approved annually at the October board of directors' meeting, and is limited to three (3) consecutive years.

### **General Responsibilities:**

1. Holding regular monthly meeting times, ideally at a time when the minister is able to attend.
2. Provide an agenda for each meeting.
3. Keep minutes of each meeting and save them in the committee folder in Dropbox. These minutes can be written by the committee chair or a designated committee member.
4. Keep track of the committee budget.
  - Try to stay within your budget for the fiscal year.
  - If an increase in your budget is deemed necessary, the committee chair will provide a request stating the amount needed and why the increase is necessary to the Finance committee chair, the Treasurer and to the board President.
5. Attend quarterly Committee Chair Council meetings, or designate a representative from your committee.
6. By April of each year, complete an updated Committee Job Description using the new form provided in the Committee folder in Dropbox.
7. Keep this Job Description in mind as your committee does its work.
8. Consider holding Mindful Meetings, that focus not only on committee 'business' but on building relationships and reminding us that the work we do is spiritual work that transforms us as individuals, our church and the world.
9. Provide a written report at each annual meeting in May.

### **Authority of Committee Chairs:**

1. To conduct the business of the committee as described in the committee job description as agreed to by the members of the committee.
2. To spend the allotted budget as the committee decides is right and reasonable.
3. To work with the committee to recruit new members.
4. To work with the committee to recruit a successor as the next committee chair, subject to board approval.

### **Relationship between Committee Chairs and the Board of Directors:**

1. Any request or recommendation to the board from a committee must come directly from the committee chair to the Board President in order to be considered by the board.
2. The board trusts the committee chair to conduct the business of the committee as described in the committee job description without needing to ask the board to approve decisions.
3. If the present committee chair is unable to find a replacement for that position, the chair will notify the board for assistance.