

History Committee

MISSION OR PURPOSE:

The committee will work to collect, document, preserve, write, and present the history of the congregation.

DUTIES:

1. Develop collections policy to guide decisions about items to keep or discard.
2. Document congregational memories about the church's history and related physical objects.
3. Explore UU Rochester material located in other collections (i.e., History Center).
4. Integrate archives into church life including workable access policy for church members.

ORGANIZATION:

1. The Chair is appointed by the Committee from among the members of the church, and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.
2. In the event of a vacancy, the Chair will be filled by the Committee and approved by the Board.
3. The Committee will be comprised of no fewer than five (5) members, one of whom is the Board liaison. The Chair is encouraged to recruit as many members as practicable.
4. The Chair or a designee represents the committee at Program Council meetings.
5. Decisions shall be reached by consensus whenever possible.

MEETINGS, REPORTS AND COMMUNICATION

1. A list of committee members will be submitted to the Board and church office each September.
2. The committee will meet (at least 10 times a year).
3. Minutes of each meeting are prepared and distributed to committee members and the church office.
4. Regular reports on Committee activities are to be made to the Program Council.
5. The Committee will communicate regularly with church members through annual report or special events.
6. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
7. An annual report will be submitted in May for the annual meeting in June.