

Document #:	Standing Committees C-2	Created: 5-9-2005
Title/Subject:	Committee Functions and Decision Making	Revised:
Purpose:	To define terminology	Reviewed/Unchanged:
Effective Date:	5-9-2005	
Revised:	Board of Directors 11/18/2018	
Policy Owner(s):	Board of Directors	

Policy

DEFINITIONS:

Committee: Permanent groups of church members and friends with a specific purpose. The groups meet regularly during the year to conduct and carry out business. All standing committees and their descriptions have been reviewed and approved by the First Unitarian Universalist Church, Rochester MN Board of Directors. (Committees are listed in the Policies manual.)

Sub-Committee: Groups formed by committees to conduct and carry out tasks or to focus on a specific area of interest pertaining to the primary purpose of the committee. Usually longstanding; can be dissolved by the committee.

Task Force: Groups formed by the Board of Directors to address and complete a specific task. Groups are dissolved when the task is completed.

Parameters for Committee Activities: All committee activities shall be consistent with the principles of the Unitarian Universalist Association of Congregations and this congregation. All committees and subcommittees will have a brief description of their mission and responsibilities on record with the church office. Committees will act in accordance with the policies and procedures manual of the First UU Church, Rochester MN.

LEADERSHIP:

A committee chair shall be recommended/approved by the committee and approved by the Board or approved as specified in the bylaws, for a term of one year, with a maximum of three consecutive terms. (Refer to church bylaws.) A chair-elect shall be selected at least one year prior to the end of the current chair's term.

DECISION-MAKING:

No set process is designated for committee decision making. Both consensus and formal majority vote are common. All committees should discuss, determine and communicate a method for decision-making that is acceptable to members.

Committees collaborate with staff persons and/or the Minister according to and in a fashion determined by their respective committee descriptions.

Decisions needing Board approval: Financial decisions that can be expected to put a committee over budget for the year; decisions about a change in the name, stated description, structure or responsibilities, all need Board approval. Some property and special fund decisions exceeding specified limits need Board approval, as described in the policy on special funds.

ANSWERS TO:

Committees answer to the Board of Directors. They connect with the Board through a Board liaison, who is a member of the Board, or with a designated Staff liaison either attending committee meetings or communicating with the committee chair regularly. Committee chairs or liaisons are encouraged to bring any questions about committee activities to the Board President or the Minister. As needed, issues can be brought to the Board for discussion/decision.

The Board of Directors has the authority to recommend a committee chair, to address committee leadership concerns, to remove someone from a position of leadership or to dissolve a committee/task force/subcommittee.

The Board/Staff liaison for each committee has the responsibilities of:

- Staying informed about committee activities
- Bringing information to the committee on board activities and vice versa
- Acting as an advocate or spokesperson for the committee at Board meetings

TASK FORCES AND SUB-COMMITTEES:

The Board can form time-limited task forces. A committee may recommend the creation of a time-limited task force to the Board. Committees may form short or longer-term sub-committees as the need arises. The Board should be informed of such groups, though no Board approval is needed. However, if forming the subgroup changes the purpose or responsibilities of the committee, formal approval is required.

Procedure

None.

Associated Documents

None.