

Document #:	Operating Committees – C-7	Created:	6-1-2017
Title/Subject:	History Committee	Revised:	6-3-2018
Purpose:	Define committee function, duties, organization	Reviewed/Unchanged:	
Operational Authority:	History Committee, PAC Team		

Policy

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. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
2. Terms shall be for one (1) year, with up to three (3) consecutive terms.
3. The Chair or a designee represents the Committee at Program and Administrative Council meetings.
4. 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.
5. Decisions shall be reached by consensus whenever possible.

Procedure

Meetings and Reports:

1. The committee will meet at least 10 times a year.
2. Minutes of each meeting are distributed to members of the Committee and the church office.
3. The Committee regularly reports its activities to the Program and Administrative Council.
4. The Committee will communicate regularly with church members through the annual report or special events.
5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

Section 8.3 Subcommittees

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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