

The Unitarian Universalist Fellowship of Poughkeepsie (UUFP)

Policy on Committees

Purpose

The UUFP Bylaws describe the Standing Committees of the UUFP. Additionally, the Board of Trustees (BOT) may appoint Ad Hoc committees as needed. In order to ensure a smooth interaction amongst these Committees and the BOT, this policy describes overall Committee responsibilities and their place within the overall UUFP hierarchy.

Policy

Each Standing and Elected Committee, as defined in the UUFP Bylaws, and each Ad Hoc Committee, as approved by the BOT, shall:

1. Have a clearly defined Chairperson(s). The Chairperson(s) shall abide by and sign the Covenant applicable to the Committee.
2. At the beginning of the program year, define their goals and objectives for the coming year. These shall be communicated to the BOT and to the Congregation.
3. On a quarterly basis, provide status of the Committee's work to the BOT and to the Congregation. This status shall include the progress in achieving the Committee's goals.
4. Call regular meetings, and ensure the schedule and agenda are available to the Congregation.
5. Take minutes of each meeting and ensure they are available to the Congregation. A copy shall be provided to the office to be filed.
6. Provide a written report at the annual Corporate Meeting of the Committee's activities for the just-completed program year.
7. Have a designated BOT Member who will act as a liaison between the Committee and the BOT. This liaison shall represent the interests of the Committee to the BOT and provide support and guidance.

Furthermore, it is recommended that:

1. A person be the Chair of only one Committee.
2. The Chair of a Committee is not also an Officer or Trustee of the UUFP.

The Chairs of each Committee shall be officially recognized at a service in the beginning of the program year. At this service, they will sign the Committee Covenant and take a Covenant of Service.

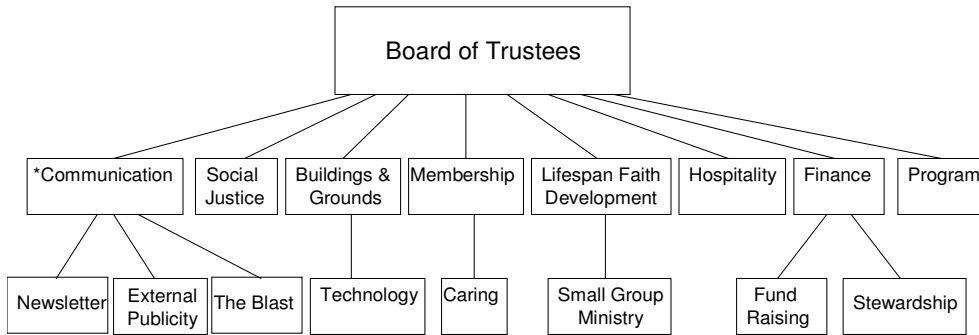
The hierarchy of the UUFP Committee structure is outlined in the attachment.

Implementation of the Policy

The Chair of each Committee is responsible for the implementation of this Policy.

Attachment:

UUFJ Standing Committees



* - Ad hoc committee