

UUFA Committee/Team Charter

1. Name of Committee or Team: UUFA Book Group

2. General Purpose:

To read and discuss books recommended by members of the group.

3. Membership: Specify the size (number of members). How is the committee/group formed (e.g. elected or appointed, and if so, by whom?). What are the requirements for committee membership? What is length of a committee member's service (e.g., can members serve only a set number of years?)? How are vacancies filled? Is the minister, or other staff, or other leaders, involved in the committee/group (e.g., as *ex officio* members)? Can non-members of UUFA be members of the committee/group? Is there a fixed and/or maximum number of committee members? What is the selection process if more people are interested than there are slots available?

The group is open to anyone who is interested, and they may stay as long as they wish. The only requirement is a love of books.

4. Leadership: What are the leadership roles in the committee/group? E.g., chair, secretary, others? How is/are the leader(s) chosen? What are the responsibilities of the leader(s)?

The only leadership needed is a coordinator. This person is responsible for making the reading schedule and distributing it to the membership and others through the media, and reserving a meeting space for the discussion.

5. Meetings:

How often does the committee/group meet?

How, when and where are committee meetings announced and to whom, e.g., Board, Leadership Council, Congregation?

How are committee meetings run, insuring that they are effective, creative, and community-building? How are decisions made (e.g. majority vote or consensus)? Are committee meetings open?

The meeting schedule is chosen by the group. Members of the group suggest books to be read the following program year. The book discussions are led by the individual who recommended the book if they are comfortable doing so.

6. List the specific duties and responsibilities of the committee/group:

There are none.

7. Annual Goals, Objectives: (State how and when the committee will develop a set of goals for itself. Will the committee annually review its functions and duties?)

There is no annual review. Whenever someone wants the group to consider a change, he/she brings it up at a monthly meeting.

- 8. Accountability:** (To whom is the committee or group accountable or answerable? The congregation, the Board, another committee, or perhaps the committee's/group's members only?)
As a ministry program, the group is accountable to the Lay Minister for Lifespan Development and the Ministry Council.
- 9. Reporting requirements** (e.g., To whom does the committee/group provide reports? How often does it report?):
The group reports to the Lay Minister each month for the monthly report he/she does for the Ministry Council.
- 10. Relationship to professional staff and other committees/groups of UUFA:** (State the explicit relationship of the committee/group to each member of the professional staff, and to any other committees/groups with which it has an important relationship.)
The administrator helps with media advertising of meetings and book choices and with setting up meeting space.
- 11. Communications:** List in what ways the committee/group communicates regularly with other committees/groups, the congregation, and the wider Athens community. State what presence the committee/group has or would like to have on the Fellowship's web site.
The only communication is to advertise the book selection schedule and meetings.
- 12. What decision-making authority does the committee/group have?** (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)
None.
- 13. Spending authorities:** Does the committee/group have to request approval for any expenditures within its budget? Who will be authorized to sign for committee/group expenditures against the budget?
The committee has no budget.

Clarissa Finco, coordinator

Proposed charter submitted by (name and title):

Date: September 20, 2017