

UUFA Committee/Group Charter

1. **Name of Committee or Group:** The Forum Forum Folks (FKA The Forum Committee)
2. **General Purpose:** The purpose of the Forum Folks is to insure the continuation of diverse Forums of high quality and to represent the interests of those attending the Forums.
3. **Membership:**
 - No set number of members is in existence. The number of people in the past have been over four and under 10.
 - Membership is voluntary.
 - Anyone can join the group and attend meetings although the number of meetings per year is 2-3 since communication is done more through technology.
 - No term limit for membership exists.
 - No selection process exists to be a member of the Forum Folks.
 - Members and friends of UUFA may join.
4. **Leadership:** The Lay Minister for Religious Exploration is the go-to person for questions or concerns. No chair is elected, and this team operates by consensus.
5. **Meetings:** The Forum Folks meet once or twice at the beginning of each program year to discuss and plan Forums for the fall. The same kind of format exists for planning the spring Forums.
6. **Duties and Responsibilities:**

At present, the following are responsibilities of the Forum Folks:

 - For September through April, schedule two Forums per month (second and third Sundays).
 - Reserve Fellowship Hall space on the calendar.
 - Create an event for on the UUFA website for each Forum.
 - Publicize each Forum in *The Flagpole* and *The Athens Banner Herald*.
 - At each Forum, set up and take down chairs, greet and introduce the speaker, ensure the speaker has the appropriate technology for his/her presentation, thank the speaker in person and send a followup email, and promote upcoming Forums.
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7. **Goals:** Our goal is to meet our responsibilities and expand the audience for and diversity of the Forums as the Forum is a device for attracting thoughtful people to UUFA.
8. **Accountability:** The Forum Folks group is accountable the regular Forum attendees through the open discussion each Sunday and sustaining enough members on the team to have Forums during each program year.
9. **Reporting:** The Forum Folks share the upcoming Forums with the Lay Minister for Religious Exploration along with publicizing them on the UUFA website. This group also extends invitations through UUFA communications for those interested to join the team and/or to suggest topics of interest.
10. **Relationship to Staff and Other Committees:** We consult with staff and other committees as circumstances require.

11. Communications: The Forum topics are announced everywhere possible in UUFA communications vehicles and in local newspapers.

12. Decisions-making Authority: The Forum folks select what they think will make a good Forum. Ultimately, the Lay Ministers along with the Parish Minister have the ultimate decision-making authority over this program area.

13. Spending Authority: Historically, the Forum Folks have not asked for nor been allocated funds. Forum speakers are not paid but volunteer their time and talent.