

UUFA Committee/Group Charter

- 1. Name of Committee or Group:** Youth Advisory Council
- 2. General Purpose:** To coordinate to ensure that the JrUU and SrUU have curriculum, facilitators, volunteers, social events, fundraisers, and social action opportunities, and everything else needed to exist and hopefully thrive.
- 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 membership consists of parents of junior and senior high students involved in the YrUU and JrUU groups, the DRE, and youth representatives, but is not limited to these demographics. There is a secretary, bookkeeper, coordinator for social events, coordinator for social action events, a coordinator for fundraising, and a chair. Due to low membership, committee members currently hold multiple positions. There is no maximum or minimum number of members, and no set timeframe to hold a position for. Since this is a new committee, the DRE is still closely overseeing this committee and will remain closely involved until January 2011 when she will take a less active role but still retain oversight. This is a volunteer committee and has not had many people with availability and interest request to join. We are very eager for more volunteers to join, whether or not they have junior or senior high school students, and whether or not they are members of UUFA.

- 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)?

Since there are so few people on this committee, there is a wearing of multiple hats, and people are doing firstly what appeals to them and what is a good fit according to their strengths, and then anything else needing to be done is assigned. The DRE nominated the chair and the vote was unanimous. The leaders, and everyone else in the committee, makes sure planning, preparation, etc is handled for events. DRE makes sure there are facilitators for the group meetings. Minutes are submitted, building usage requests filed, notices are placed, funds turned in from fundraising events, rsmps and permissions have been turned in or events canceled, and everything else that needs to be done gets done.

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?

Meetings are supposed to be monthly, 2nd Wednesday at 630 or 7, but depending on what events are being planned, more frequent meetings may be necessary, or right after a major

event, such as the Halloween Carnival, a meeting may be delayed. Meetings are either announced via email or word of mouth at the prior meeting. An agenda is prepared in advance by DRE and chair, and meetings usually have very specific purposes. Meetings are open to youth, parents, facilitators, and anyone else who would like to provide input or assistance. The committee has good synergy and accepts that we all have different interests, as do the youth, and therefore we try to plan a diverse range of activities for youth to participate in and since we are looking out for the good of the youth, there is usually not much conflict over decision making and no process has been needed yet.

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

- To make sure there is a selected curriculum and facilitators to present the material to the youth at weekly meetings.
- To plan community building, social action, and fun events for the youth quarterly.
- To perform adequate fundraising to support these efforts.
- To make sure these events have support, permission, and advertising.
- To challenge youth to think for themselves to make wise decisions, to offer a safe place of acceptance, and to give them a voice within the UU family.
- To coordinate with other groups (such as social action, green sanctuary initiative, Sunday service, etc) to seek opportunities for the youth to participate in, if not lead, activities, and in turn help the youth to feel a part of the congregation and community, and in turn find a sense of ownership, and also to introduce them to the congregation in a way that their presence will be valued.

6. 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?)

Goals were set in July and August by the DRE and the chair. Since we are dependent upon the participation of youth and in turn, their parents, these goals and objectives must be fluid. We must raise enough funds to exist, and we must attract enough youth to sustain the program. We have a wonderful group of volunteer facilitators that we must retain. We plan quarterly at least two each social action, community building, and fundraising events, but realize that these may be canceled due to lack of participation, or that new events may be planned if interest is expressed in a certain area. We must remain responsive to the needs and interest of the youth, and the energy levels of the volunteers ensuring it all can happen. We would like to help fulfill the larger vision of the Fellowship, to be a beacon of liberal religion in NE GA, by attracting youth from within the greater community and creating a place of acceptance and love in which diversity can thrive.

7. Accountability: (To whom is the committee or group accountable? Congregation, Board, its members only?)

DRE

8. Reporting requirements (e.g., To whom does the committee/group report? How often does it report?):

DRE who in turn reports monthly to the board.

9. 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.)

This group reports to the DRE who makes sure there is coordination between this group and RE. This group and its curriculum and activities are outside of what is planned by RE although there may be joint activities.

10. 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 youth group does have a Facebook page, not widely used. Announcements fall within the RE newsletter and some appear in announcements and the OOS. Some members are also on other committees to ensure communication and to look for opportunities to bring groups together to meet common goals. It would be nice to have events and topics posted on the web site of the fellowship and to perform more outreach into the youth within the Athens community to attract larger participation.

11. What decision-making authority does the committee/group have? (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)

All events or activities that affect the rest of the fellowship (such as fundraisers) must go through appropriate approval process with the committees responsible for those authorizations.

12. 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?

So far expenditures have been made within monies raised with fund raising efforts and Morgan Watson has handled this. The chair will have more responsibility moving forward and will also be authorized.

Illona Stewart, Chair, Youth Advisory Council

Proposed charter submitted by (name and title):

Date:

November 13, 2010