

UUFA Committee/Group Charter Template

NOTE: Please list or use bullet points where possible and avoid lengthy explanations.

1. **Name of Committee or Group:** Finance Committee (Note: Most of these items are proscribed by the UUFA Bylaws.)
2. **General Purpose:** Monitors the finances of UUFA and recommends actions the Board of Trustees should take to assure financial stability within the Fellowship.
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?
 - There are six (6) voting members and three (3) *ex-officio*, non-voting members. The President and the Treasurer of the Board of Trustees, and the Stewardship Committee representative will serve *ex-officio*, non-voting on the Finance Committee.
 - Two (2) new members of the Finance Committee shall be appointed by the Board of Trustees at the first meeting following the congregation's Annual Meeting to serve a three (3) year term, with two (2) new members appointed each year thereafter..
 - No member may serve more than two (2) consecutive terms without a three (3) year interim.
 - Vacancies and any unfilled terms will be filled by the Board of Trustees in such manner as to maintain the staggered terms.
 - Committee members must be members of the Fellowship.
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 Committee is led by a Chairperson elected by the Committee members and approved by the Board of Trustees.
 - The Chairperson leads the Committee meetings, reports Committee findings/recommendations to the Board, assigns sub-duties to Committee members, maintains a record of Committee actions, and serves as the primary contact for budget development.
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 Committee meets monthly on the first Tuesday of the month.

- The meetings are announced by the Chairperson the week before the actual meeting to the Committee members, ex-officio members, and the minister.
- The meetings are run with the Chairperson having a prepared agenda consisting of financial items received since the previous meeting. All members may present items not on the agenda.
- After discussion of an item, a simple majority vote or consensus makes a valid Committee decision.
- A quorum is required to conduct the meeting and shall consist of four (4) or more voting members.
- Committee meetings are open for observation to anyone in the congregation.
- Special meetings may be called by the Chairperson.

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

- The Committee works with all committees to develop the budget.
- The Committee monitors congregational income, expenses, pledge payments and makes regular reports to the Board of Trustees and the congregation.
- The Committee is available for consultation with the Board or other committees of the Fellowship.
- The Committee submits capital and operating income and expenses budgets to the Board of Trustees for its preparation of the proposed budget to submit to the congregation at its Budget Meeting.
- The Committee inspects the records of the Treasurer annually.
- The Committee secures property and liability insurance for congregational facilities.
- The Committee may arrange an annual audit of the financial records at the order of the Board of Trustees.
- A sub-committee of the Finance Committee, the Endowment Fund and Planned Giving Fund, shall report quarterly to the Finance Committee and meet at least annually with the Finance Committee.

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?)

- The Committee will establish timelines and goals during the first meeting in May.
- The Committee will review its functions and duties during the first meeting in May.

7. 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?)

- The Committee is accountable to the Board of Trustees.
- The Committee is ultimately accountable to the congregation.

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

- The Committee provides a monthly report of financial activities/status to the Board of Trustees.
- The Committee prepares other financial reports as requested by the Board of Trustees.

- 8. 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.)
- Minister. The Committee consults with the Minister to obtain his/her views or requests on the financial situation within the Fellowship. Also, seeks his/her assistance in establishing budget requests from the staff.
 - Director of Religious Education (DRE). The Committee receives RE financial requests from the DRE.
 - Music Director. The Committee receives music financial requests from the Music Director.
 - Congregational Administrator. The Committee works closely with the Congregational Administrator to receive all financial data, except personal pledge/donation information. It also, conducts an annual review of the Congregational Administrator's books and advises on the construction of the books and other items discovered during the review.
 - Pianist. Contact is through the minister or Music Director.
 - All other committees/groups. The committee receives, reviews, and advises the Board of Trustees on any financial requests from any committee/group. In building the proposed budget, the Committee works closely with all committees/groups to accurately capture the proposed income and expenses.
- 9. 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 Committee communicates with all other parts of the Fellowship via verbal, written, and email communications. To officially enter into the record, the communication has to be via written or email communications.
 - The Committee has no communication requirements outside the Fellowship and has no need to be listed on the Fellowship's website.
- 10. What decision-making authority does the committee/group have?** (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)
- The Committee advises the Board of Trustees on financial matters.
 - The Committee has no decision-making authority.
- 11. 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.
 - If ever needed, the Chairperson would be the one to request expenditures.

Proposed charter submitted by (name and title): John Stewart, Chairperson

Date: December 17, 2010