

UUFA Committee/Group Charter

1. Name of Committee or Group: **Personnel Committee**

2. General Purpose:

The bylaws (Section 7.2.D.5) currently state: “The Personnel Committee is responsible for initiating and overseeing job descriptions, hiring, appraisals, grievance, and termination of paid non-Minister staff, and for making recommendations to the Board of Trustees concerning personnel issues.”

The committee proposes that section be rewritten as follows:

The Personnel Committee advises and recommends to the Board of Trustees and the Minister regarding personnel matters related to staff, including personnel standards, policies, contracts, job descriptions, and benefits.

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?

Section 7.2.D.5 of the bylaws with recommended changes: “The Personnel Committee shall have ~~up to~~ six (6) members: the President-Elect, who serves on an annual basis; ~~a voting member of the congregation approved by a majority of the paid personnel of the congregation;~~ the Minister (who serves as a non-voting member); and ~~one (1) to three-four (34)~~ members to be appointed by the Board of Trustees ~~selected to~~ serve staggered three (3) year terms. No member (with the exception of the Minister) shall serve more than two (2) consecutive terms.”

Members of the Personnel Committee must be voting members of UUFA. Vacancies are filled by the Board of Trustees. Terms begin on May 1.

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 members of the Personnel Committee elect their own chair and secretary on an annual basis. The chair develops the meeting agenda and conducts meetings, and represents the committee in discussions with the Finance Committee and other committees. The secretary records the minutes of each meeting.

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 generally meets monthly, on a day and at a time the fits the schedules and needs of the current committee members.

Committee meetings are currently not announced, but are listed on the UUFA calendar.

Decisions are made, sometimes by majority vote, sometimes by consensus.

Committee meetings are generally not open to anyone since the committee usually discusses confidential personnel matters.

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

- Helps develop job descriptions and contracts for staff, which are approved by the Board.
- Conducts a periodic review of the personnel policies, and recommends changes to the Board for approval.
- Makes recommendations to the Finance Committee and the Board about staff compensation and benefits.
- Assists the Minister as needed or requested in the annual staff evaluation process.

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?)

The committee should review its functions and duties and set goals for the coming year when the new committee convenes in May.

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?)

The Personnel Committee is accountable to the Board of Trustees.

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

The Personnel Committee reports to the Board when there are relevant informational matters or items requiring Board action, or in response to Board directives. An annual report is given to the congregation in April.

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 minister serves ex-officio, non-voting on the committee. As the minister is the manager of the non-ordained staff, the committee advises the minister in this role. The committee and the minister periodically review and clarify roles and procedures, particularly in terms of staff hiring, performance review and termination of staff.

The committee is as a place for due process. If staff members have an unresolved issue, after meeting with the minister, they may request to address the personnel committee to discuss an issue related to their employment.

The Personnel Committee works with other committees concerning input on staff job descriptions, evaluation, finances, etc.

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 Personnel Committee reports to the Board as needed to provide information, request actions, and respond to directives. The committee provides an annual report to the congregation in April. The committee communicates on an as-needed basis with other committees, such as Music, RE, and Finance.

Committee minutes are kept in the Personnel Committee notebook, which is maintained by the committee chair. Because of the possible confidential nature of committee business, minutes are not public.

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

The Personnel Committee is advisory in nature.

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?

Personnel Committee does not have a budget line item designated for itself.

Proposed charter submitted by (name and title): Herb West, Chair

Date: 2/16/2010