

UUCFW Governance & Committee Structure

Committee Structure:

- Some committees have become “teams” that are part of a larger committee. Teams are subsets of committees.
 - Teams have 2-3+ members and work on a specific ongoing task (e.g., Hospitality).
 - Teams meet as needed and are led by a coordinator who organizes the work of the teams.
 - Coordinators of teams have to be members of UUCFW.
 - Each team coordinator has an important role in the larger committee and attends committee meetings where they provide updates and collaborate with other committee members to help meet the larger goals of the committee.
 - Members of the teams do not have to attend meetings of the larger committee although they can if they want.
- Committees:
 - Committees are made up of teams that are responsible for the core tasks of the committee. Coordinators of teams attend committee meetings.
 - Committees should have at least three active members.
 - Committees decide what teams they need based on goals and responsibilities of the committee. Committees and teams work should reflect the mission/vision of the congregation.
 - If teams are functioning well, committees may only need to meet bi-monthly with the coordinators staying in touch with their teams and the committee chairperson in-between.
 - Committees must submit a report to the Board by the first of the month regardless of whether there has been a meeting that month. The purpose of the report is to keep the Board abreast of activities and potential activities (discussions) so that they can ensure the work is living out the congregational mission, is coordinated, and does not conflict with Bylaws or policies or important events such as the annual pledge drive.
 - Chairpersons of committees:
 - Selected by the Nominating Committee and must be a UUCFW member. Committees can recommend people for the chairperson position.
 - Chairpersons rotate every 2-3 years. Ideally the chairperson-elect is chosen halfway through the current chairperson’s term so that they can shadow the chairperson for one year before becoming chairperson.
 - Chairpersons recruit Coordinators for teams, organize and facilitate meetings, and coordinate the work of the committee to meet committee goals/responsibilities. They are collaborators, not directors.
 - Every committee’s chairperson (or designee) must attend a quarterly Program/Committee Council meeting held by the Vice President.
- The Board can form Task Forces to get short term projects done such as the Mission & Vision Task Force and the Website Task Force. These report directly to the Board and are disbanded when task is finished.

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