

Information for Committee Members and Chairs

Committee chairs and members accept the challenge of getting involved in the work of the Fellowship and the particular work of the committee. With your active participation, enthusiasm, good planning, and leadership, your committee's activities can be fun and personally rewarding, while supporting our UUFB community in living its mission.

Agreeing to serve

It is important to understand the responsibilities and commitments of service. Each committee is different, but joining as a member means, most importantly, showing up and participating in the life of the Fellowship. The chair has different and slightly greater responsibility, but the actual work is shared among all members.

Agreeing to serve as a committee chair may seem a bit scary. Will I be overwhelmed making decisions and be expected to do the work myself? Answer: No! It is absolutely not expected or desired for chairs to perform the bulk of a committee's work or make all the decisions. In Fellowship work, having many hands involved is more important than perceived "efficiency." Five people doing the work and making the decisions is better than one or two.

Below are basic duties of committee chairs and members, as well as general information on committee operations.

Committee Chair:

- Schedule committee meetings, set the agenda, and conduct the meetings. If unable to attend a meeting, the chair may appoint a member to preside.
- See that all members have a voice and share in the tasks. Remember that the collective wisdom of the committee is superior to that of one or two members.
- Ensure that minutes are taken (preferably by a member other than the chair) and sent to the Office Administrator.
- Plan the activities of the committee to accomplish the Charge.
- Committee chairs are also members of the UUFB Program Council. The Program Council is a forum to share experiences and address common concerns, to better work together on ways to support the Fellowship.
- The chair may delegate specific responsibilities to willing members (for example, scheduling meetings), although the chair is ultimately responsible.
- Some committees have co-chairs. In this case, it is important to have a clear understanding about the division of responsibilities to be effective. Both people doing everything together may just add to the workload.

Committee members:

- Attend meetings and participate in making decisions and performing tasks.
- Read the agenda and suggest additions or changes where needed and prepare for the meeting. If you cannot attend, inform the chair.

- Follow the agenda and present new business at the appropriate time.
- Enjoy the work!

Committee responsibilities:

- The role of each committee is described in the Charge approved by the Board of Directors.
- Each committee is responsible for finding its new members.
- When important decisions are made, ask whose voice might be missing.
- Committees have a Board member designated as their Board Liaison who can share news and decisions from the Board and communicate your plans or concerns back to the Board.
- Committees plan and carry out their normal work without Board approval. However, some actions require Board notice or approval, such as those listed below. Consult the Board Liaison for clarification.
 - Actions which are outside of the usual activities listed in the Charge.
 - Actions with a significant cost.
 - Actions that will affect other parts of the Fellowship
 - Any public action taken in the name of the Fellowship must be approved by the Board.
- In the fall, committees submit their budget needs for the coming calendar year. Our fiscal year starts in January, so the Finance Committee develops the annual budget to be voted on by the Fellowship in January, per the Bylaws.
- Each year, the Fellowship publishes an annual report. Each committee sends a summary of the year's activities to the Office Administrator or the Board Vice President in late spring. The report should focus on how the committee's work is related to the Fellowship's mission, including information about the committee's members, activities, successes, and recommendations for the next year.
- UUFB's program year runs from June 1 to June 1. Committees should plan their membership and activities on this schedule. Members or Chairs who plan to leave their positions should notify other members in sufficient time to identify replacements and pass relevant information on to the next committee and the Office Administrator.

Resources you may need are available on our web site (www.uufbozeman.org), most of them under the "Members and Friends" tab:

Committee Descriptions
List of committee chairs and members
UUFB Bylaw
Past annual reports
Calendar of Annual Tasks
UUFB Policies and Guidelines
UUFB Calendar (under Events tab)