

## **Committee Policies**

Committees play a strong and important role in church life. Committees function best when they do not feel "micro-managed" or second-guessed about their actions and activities, and empowered to make decisions and do their work with minimal bureaucracy. The church bylaws define committees and their relationship and interaction with the Board of Trustees. A strong, two-way link between the Board of Trustees and committees is important to furthering the mission and goals of our society. In order to support their work and adequately and fairly allocate society resources (including meeting space, budget funds, and equipment) the Board of Trustees has created the following committee policies.

Under our governance model, the Executive Team has primary responsibility for daily management of church staff and other resources, so committees can expect to primarily interact with the executive team or other staff when scheduling or requesting resources.

### **Philosophy:**

Committees work to support the mission and vision of the Society. Committees shall seek to cultivate a culture of generosity and service, invite participation and honor the democratic process, provide opportunities for the development of lay leadership, and generally enhance congregational life. Committees should be self-sufficient in small practices and seek authorization from the Executive Team before engaging in larger pursuits.

### **Definition:**

The By-laws of the Society establish three Standing committees with particular responsibilities and lines of authority. The Bylaws require that the Board approve the charges of all other committees committee chairs. The bylaws set forth three categories for all committees not established in the by-laws: Select, Ad Hoc or Regular. Please refer to the by-laws for definitions and differences between these committee types.

### **Description:**

As a general policy, the Board will only approve charges of committees which:

- meet on a regular and periodical (at least quarterly) basis
- vote on actionable items
- have a named chair
- consist of five or more church members

Membership on a regular committee is open to both church members and friends. Select or Ad Hoc committee membership requires the approval of the Board of Trustees.

**Expectations:**

Committees may expect reasonable access to Society resources, including:

- church communication resources such as bulletin boards, the monthly newsletter, the flame, and the church directory
- an office mailbox
- space for committee meetings
- space for approved events
- occasional and reasonable use of church supplies and office equipment.

A committee must have a charge approved by the Board of Trustees.

Committees are responsible to the Board of Trustees, unless otherwise stated in the by-laws.

Committees are expected to follow policies established by the Bylaws, Board and Executive Team and to cooperate, communicate with and contribute to the church community in a positive way.

The committee chair is responsible for communication to the board (or a liason appointed by the board) and the Executive Team, provides income and expense information during the budget process, attends the Council of Committee Chairs on behalf of their committee, submits a summary of activity for the Annual Report by May 1, and participates in other lay leadership roles when called upon. Chairs should rotate periodically. The bylaws require that no chair serve for more than four years.

Committees are also responsible for documenting activities, including dates of meetings, members attending and major decisions taken.

It is expected that any committee which is supported in the church budget or through fundraising will also have a treasurer.

Committee members are expected to regularly attend committee meetings and contribute to the work of the committee. When committee members are not able to attend a meeting, they are expected to communicate this information to the chair as soon as possible.