

Unitarian Universalist Fellowship of Newark (UUFN)

Board Policy Regarding the Role, Responsibilities and Authority of Committees and Teams

The mission of the Unitarian Universalist Fellowship of Newark (UUFN) is to build, promote and maintain a “community of spiritual seekers inspired to promote a just and compassionate world.” The UUFN Board of Directors (Board) adopts this policy to establish Committees which are not established by the Bylaws of UUFN, and establish Teams to carry out the UUFN Mission.

Definitions:

UUFN means Unitarian Universalist Fellowship of Newark.

The Board is the Board of UUFN.

Board Liaison is the member of the Board identified as the Liaison to a Committee or Team by the current Lay Leadership Chart.

Instrumental Authority means authority to develop and carry out subsidiary or incidental tasks, actions, projects, or programs *used or serving as a means, aid, or tool* to: a) support or attain a primary or broader defined goal, objective, result, outcome, duty, or purpose, or b) provide a defined primary service or function.

Team is a group of people gathered based on their passion to achieve practical results toward a goal, with an eye to making sure group members have among them the gifts, time, energy and mutual commitment that the work requires. The work of the team flows to the congregation (not to the Board). A team may make important choices about how they will accomplish their goal(s).

Committee is a group of people gathered to support the work of the board. A committee supports Board decision-making. A committee does research and background work and “sets the table” for important Board and Congregational conversations.

Board Actions:

In accord with its responsibility under the UUFN Bylaws (Article VI, Section 2) and its authority under the UUFN Bylaws (Article VI, Section 3, a), the Board hereby establishes or continues the establishment of Committees to serve the Board (Personnel, Finance, Endowment, Leadership Development) and Teams to serve the Congregation (all other groups).

The Board hereby authorizes and charges the Committees to:

Have instrumental authority to take those actions necessary to carry out the functions, duties, roles, and responsibilities implied by their title or delegated by the Board, including the authority to expend funds budgeted to it, subject to Financial Controls Policy;

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Hold open, scheduled meetings with agendas and minutes. Report monthly to their Board liaison on their activities and any policy issues or areas of overlap or gap (not clearly belonging to either group) with other UUFN groups. If another group has overlapping or gap resources or responsibilities, negotiate with them to clarify respective resources and responsibilities. If conflict occurs, notify Board liaison immediately.

The Board hereby authorizes and charges the Teams to:

Take those actions necessary to carry out the functions, duties, roles, and responsibilities implied by their title or delegated by the Board, including the authority to expend funds budgeted to it, subject to Financial Controls Policy;

Report as needed or requested by their Board liaison on their activities and any policy issues or areas of overlap or gap with other UUFN groups. If another group has overlapping or gap (not clearly belonging to either group) resources or responsibilities, negotiate with them to clarify respective resources and responsibilities. If conflict occurs, notify Board Liaison immediately.

Hold open, scheduled meetings (using agendas and minutes as needed).

The Board hereby authorizes and charges both Committees and Teams to:

Find Members and others willing to assist in its work;

Cooperate with minister, if present, other staff, committees, other teams and, to the extent the Team determines helpful in its work, other organizations;

Supervise support activities;

If a Team has a budget, communicate periodically with Treasurer or Finance Committee regarding the status of spent and unspent funds;

To the best of its ability, identify and inform the Treasurer and the Board of future financial needs for its area of responsibility, both long term and for the succeeding fiscal year;

As soon as practicable after learning of unbudgeted financial needs for its area of responsibility, inform the Treasurer and the Board;

Prepare a written report for distribution at the Annual Meeting. (due 2 weeks beforehand)

Revision History

Date	Action
12/3/2018	Revised draft by Glen Schmiesing
02/19/2019	Revised draft by Jan Arenson & Jeff Ramberg
03/08/2019	Revised by Jan, Jeff, Barb & Glen

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03/24/2019	Revised per comments
06/29/2019	Revised draft by Jeff Ramberg
07/03/2019	Revised by Karen Barker and Jeff Ramberg
07/05/2019	Further revised by Karen and Jeff
07/06/2019, 08/9/19	Further revised by Karen and Jeff Further revised by Karen

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