**Request to change the wording of the Team Composition and Term of Service section of the ET’s Charge.**

* Current wording: “Team Composition and Term of Service: **The Team will be composed of the Minister and two to five UUSD members and will be appointed by the Board of Trustees. The Member appointees should have**…”
* Proposed wording: “Team Composition and Term of Service**:** The Team will be composed of the Minister and two to five UUSD Members. **New members will be selected by the Minister and current Team members. Members should have…”**

Justification for the change to ET’s Charge:

* ET is the only Board Committee required to have all of its members approved by the Board. This requirement is in the Team’s Charge. In looking at the Charges for all other Board Committees there is no mention of a similar requirement.
* Section 7.2 Structures and Procedures of Committees of the Policies & Procedures Manuel indicates that only the chairperson of a committee needs Board approval. ET, led by the Minister, does not have a member chair. Rather the Team works in concert with UUSD’s duly selected and installed Minister.
* Removal of this approval requirement will streamline the process of filling vacancies and bring ET’s procedures in line with all other Board Committees.

**Proposed ET Charge (05/2023)**

Executive Team

Purpose: To manage UUSD administration and other operations as prescribed by the UUSD Board of Trustees (BOT).

Team Composition and Term of Service: The Team will be composed of the Minister and two to five UUSD **New members will be selected by the Minister and current Team members. Members should have** should have administrative experience, cannot be BOT members and, preferably, are not serving in any other UUSD leadership position. Members will serve a two-year term and can be re-appointed one time.  The Minister is the lead on the Executive Team.

Executive Team Operating Principles

* The Executive Team will:
  + Initiate and coordinate actions related to the administrative and operational issues of UUSD. These actions may be requested by the BOT, be self-initiated, or requested by another UUSD component.
  + Sustain and coordinate current administrative systems, review and assess administrative effectiveness, and maintain administrative continuity.
  + Rely on, collaborate with, and support existing committees and individuals who have administrative functions. In turn, those committees and individuals, along with the Church Council, will work collaboratively with the Executive Team.
  + Be responsible for making decisions for the day-to-day operation of UUSD and will be the primary adjudicator for conflicts in such operations, not to include member conflict resolution.
  + Recommend to the BOT relevant policy changes and implement procedures related to administrative and operational functions.

Responsibilities: The Executive Team serves in a coordinating and advisory capacity on matters related to the financial management and building operations.  These two functions are currently being  executed by the Financial Officer(s), Finance Committee,  and the Property Management Committee.

General Administration, Information Management, and Human Resource Management require a more hands-on approach and will be managed as outlined below:

1. **General Administration:**
   1. Establish and maintain the UUSD Office in collaboration with the Office Administrator;
   2. Coordinate and oversee maintenance of the congregational calendar;
   3. Coordinate general issues related to space usage in collaboration with the Property Management Committee and the Rental and Usage Subcommittee.
2. **Information Management Systems:**
   1. Determine centralized information management needs;
   2. Establish and monitor an electronic storage system for UUSD documents and other information;
   3. Oversee the process of transitioning to such system and maintenance of the system.
3. **Human Resources**
   1. Manage the hiring process of core staff in collaboration with the relevant committee(s) (e.g., the Lifespan Faith Committee for the Religious Education Director).
   2. Make recommendations to the Board for additional or expanded positions.

Approved by the Board of Trustees, xxxxxxxxxx

**Existing ET Charge (October 20,2021)**

Executive Team

Purpose: To manage UUSD administration and other operations as prescribed by the UUSD Board of Trustees (BOT).

Team Composition and Term of Service: The Team will be composed of the Minister and two to five UUSD members and will be appointed by the Board of Trustees. The Member appointees should have administrative experience, cannot be BOT members and, preferably, are not serving in any other UUSD leadership position. Members will serve a two-year term and can be re-appointed one time.  The Minister is the lead on the Executive Team.

Executive Team Operating Principles

* The Executive Team will:
  + Initiate and coordinate actions related to the administrative and operational issues of UUSD. These actions may be requested by the BOT, be self-initiated, or requested by another UUSD component.
  + Sustain and coordinate current administrative systems, review and assess administrative effectiveness, and maintain administrative continuity.
  + Rely on, collaborate with, and support existing committees and individuals who have administrative functions. In turn, those committees and individuals, along with the Church Council, will work collaboratively with the Executive Team.
  + Be responsible for making decisions for the day-to-day operation of UUSD and will be the primary adjudicator for conflicts in such operations, not to include member conflict resolution.
  + Recommend to the BOT relevant policy changes and implement procedures related to administrative and operational functions.

Responsibilities: The Executive Team serves in a coordinating and advisory capacity on matters related to the financial management and building operations.  These two functions are currently being  executed by the Financial Officer(s), Finance Committee,  and the Property Management Committee.

General Administration, Information Management, and Human Resource Management require a more hands-on approach and will be managed as outlined below:

1. **General Administration:**
   1. Establish and maintain the UUSD Office in collaboration with the Office Administrator;
   2. Coordinate and oversee maintenance of the congregational calendar;
   3. Coordinate general issues related to space usage in collaboration with the Property Management Committee and the Rental and Usage Subcommittee.
2. **Information Management Systems:**
   1. Determine centralized information management needs;
   2. Establish and monitor an electronic storage system for UUSD documents and other information;
   3. Oversee the process of transitioning to such system and maintenance of the system.
3. **Human Resources**
   1. Manage the hiring process of core staff in collaboration with the relevant committee(s) (e.g., the Lifespan Faith Committee for the Religious Education Director).
   2. Make recommendations to the Board for additional or expanded positions.

Approved by the Board of Trustees, October 20, 2021