***Committee Chair Responsibilities***

1. Understand the goals and objectives of the committee and ensure that members understand as well.
2. Plan meeting dates/times that work for the committee.
3. Submit request for adding meetings to the UUSD calendar, including any request for rooms, AV equipment, Zoom, etc. through the online ‘Calendar and Space Request’ form on the Calendar page of the UUSD website.
4. Prepare and distribute meeting agendas and any associated supporting materials (if any) for committee meetings.
5. Assign volunteer to take minutes at each meeting and share them with the committee and Board liaison.
6. Facilitate committee meetings.
7. Attend and participate in Church Council meetings.
8. Create annual budget for the committee.
9. Develop annual goals and objectives for the committee, and review them quarterly to assess achievement, improvements needed, and any changes required.
10. Prepare Annual Report of the committee’s actions and accomplishments for distribution at the annual meeting.
11. Create and manage Google Workspace shared drive for committee business including documents, meeting minutes, etc.
12. Present any items that may require Board of Trustee approval to the BOT after requesting time on their agenda and agreeing on a meeting date to present item.
13. Chairs or co-chairs who intend to step down at the end of their term are encouraged to announce their intention as soon as possible so that others can determine whether they wish to be considered for the chair position. (as per Church Council Guidelines for Board Committee Chair Succession #4).
14. In conversation with committee members, committee chairs or co-chairs are encouraged to proactively identify the next chair and assist them as they prepare for this position as early as possible. (as per Church Council Guidelines for Board Committee Chair Succession #5).
15. If a committee chair needs assistance with relationship conflicts between committee members, please contact the Committee on Congregational Life.

LDC DRAFT Jan. 2023

CCL Suggested revisions April 2023

LDC DRAFT July 2023