

UUCB Committee Chair Responsibilities

- With the committee, set goals at the beginning of the year which reflect the mission and vision of the committee and of the congregation
- Develop monthly meeting agendas (with committee input), keeping in mind the committee's goals for the year
- Send meeting reminders and agendas to committee members a few days in advance of meetings
- Facilitate meetings, and ensure that all tasks have been assigned to/accepted by a committee member.
- With the committee, develop an itemized budget proposal, and submit it to the Finance Committee upon request
- Submit an annual report as requested by the office manager
- Mentor another committee member who will be willing to lead the group at the end of your tenure as chair

Delegating tasks to others is an important part of the chair's responsibilities, allowing others to contribute, learn how things are done and develop the confidence to serve as committee chairs themselves. The following tasks could be easily delegated to other committee members.

- Take, distribute and archive meeting minutes
- Arrange child care for meetings if needed
- Publicize the committee's events
- Keep the committee's UUCB webpage updated and relevant
- Track the committee's expenditures
- Ensure that committee procedures and job descriptions are kept current and accessible
- Serve as the committee's liaison to Program Council. The Program Council liaison should expect to
 - Attend monthly Program Council meetings, and provide committee activity reports to the group in advance as requested by the Council
 - Work with other members of the Program Council to realize the committee's vision, sharing ideas with other committee chairs and identifying opportunities for joint sponsorship of programs
 - Report any relevant information from Program Council meetings to the committee at the next committee meeting, or earlier by email if information is time-sensitive