

ADMINISTRATIVE OPERATIONS COMMITTEE CHARTER

December 16, 2003

- I. NAME OF COMMITTEE: Administrative Operations Committee
- II. GUIDING PRINCIPLE: It is the responsibility of the congregation to do its part in the administrative operation of the church. The Administrative Operations Committee provides a structure for effective congregational involvement.
- III. PURPOSE OF THE COMMITTEE: The purpose of the Administrative Operations Committee is to support the Minister and staff in performing the administrative functions of the church.
- IV. MEMBER, APPOINTMENTS, AND TERMS OF SERVICE: The committee consists of at least four members. The Committee Chair will be appointed to a two-year term by the Council Chair subject to approval by the Board.
- V. FREQUENCY OF MEETINGS: The Committee shall meet at least four times per year.
- VI. SPECIFIC TASKS AND REPORTING SCHEDULE:
 - A. Review office procedures (*Standard Operating Procedures*) once a year in consultation with office staff
 - B. Document office procedures as necessary
 - C. Manage office procedures and facilities
 - D. Prepare the annual administrative budget
 - E. Submit a report to the Program Council at least quarterly
 - F. Send a Committee representative to Program Council meetings
 - G. Prepare a report as part of the Annual Report
 - H. Approve expenditures over the amount that the administrative/managerial personnel are authorized to spend
 - I. Organize and maintain a plan for all office equipment (computers, software, etc.) The plan will address
 1. Standard security procedures for managing computers
 2. Procedures for making purchase, replacement, repair, and maintenance decisions
 3. Methods for ensuring that training is available to all who use the equipment
 4. Effective ways of informing church members about what is currently available
 - J. Solicit and evaluate donations of equipment
 - K. Consult with Minister, Director of Religious Education (DRE), office personnel, Membership, Finance, Worship, Uniter editors and crew, and all other departments and groups affected by office operations to address needs

- L. The Chairman of the Administrative Operations Committee will serve as co-supervisor of office personnel with the Minister. The co-supervisors shall participate in an annual review of office personnel performance, job description, and conditions of employment each spring at the request of the Personnel Committee
 - M. The Committee will participate with the Personnel Committee in hiring office personnel and writing the position description
 - N. The Committee will provide a liaison to the Personnel Committee
- VII. RESOURCES:
- A. UUA Congregational Handbook
 - B. UUCSS Policies
 - C. Staff Contracts and Job Descriptions