

CANVASS COMMITTEE CHARTER
(Effective Date: March 19, 1996)

I. NAME OF COMMITTEE: Canvass Committee

II. GUIDING RATIONALE: Inasmuch as the main source of income for UUCSS is individual donations, the canvassing of members and friends for advance pledges each year is an essential and critical activity. This effort requires the innovation and energy brought by people new to the committee as well as the knowledge and experience of members who have been with UUCSS for some time and have previously worked on canvass. Preparation for the next canvass should begin as soon as the previous one is finished. Throughout the year, new members must be canvassed soon after they join. Also, the development within the congregation of the willingness to support a common vision with generous contributions must be accomplished before the annual campaign. Therefore, the Canvass Committee should be a standing committee that operates year-round.

III. PURPOSE OF THE COMMITTEE: To raise money for the operating expenses of UUCSS by soliciting pledges from new and old members and friends.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE: The Chair or Co-Chairs, who will run the Canvass for the current year, will be nominated by the Chair of the Resource Development Steering Committee, appointed by the Vice President for Finance, and approved by the Board of Trustees. The nominee(s) should be drawn from the Canvass Committee or have suitable skills and experience. This appointment may be made up to a year in advance of the appointee's assuming the position. The Chair of the Canvass Committee shall also be a member of the Resource Development Steering Committee.

The committee will consist of at least three members, including the Chair (or Co-Chairs), the past Chair (or Co-Chairs), and one or more people designated as Chair or Co-Chairs for the following year. Additional committee members may be nominated for three-year terms by its Chair and approved by the Chair of the Resource Development Steering Committee. The Chair shall appoint persons or subcommittees as needed for specific tasks and functions, such as canvassing of new members during the year, design of the canvass letterhead and brochure, training of canvassers, etc.

V. FREQUENCY OF MEETINGS: Monthly, or as needed.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Report monthly to the Resource Development Steering Committee.

- B. Plan and execute the annual drive for pledges to the UUCSS operating budget.
- C. Report all pledges to the Collector. Report information about or comments collected from members and friends during the canvass to the Minister, Board President, or other appropriate church leaders.
- D. Report the canvass results to the Finance Vice President and the Finance Committee as and when needed for the purpose of planning or modifying the UUCSS operating budget.
- E. Solicit pledges from new members throughout the year.
- F. Articulate the vision of the congregation as the canvass theme, develop the willingness of the congregation to support this vision, and report to the congregation how the vision is being fulfilled by the financial allocations in the UUCSS operating budget. The vision should support and coordinate with longer term goals adopted by the Board of Trustees (as, for example, those recommended by the Planning Committee from time to time).

VII. RESOURCES:

- A. UUA Congregational Handbook
- B. "Funding the Dream," videotape by Terry Sweetser (UUA)
- C. Forty-Four Ways to Expand the Financial Base of Your Congregation, by Lyle E. Schaller, Abingdon Press.
- D. The Green Book: A Canvass Manual for UU Congregations (UUA)