

UUCSS PROGRAM COUNCIL CHARTER
(Effective Date: November 30, 1993)

I. NAME OF COMMITTEE: UUCSS Program Council

II. GUIDING RATIONALE

We believe our church exists to assist our individual and communal religious quests through a variety of worship, educational, service, and social activities. We seek to provide activities that appeal to every age group as well as opportunities for intergenerational interaction. To these ends we encourage participation of all our members to their chosen level of involvement in church activities.

The UUCSS Program Council was formed by a vote of the congregation to complement the Board of Trustees (Board) by carrying out the program and operational functions of the church.

III. PURPOSE OF THE COUNCIL

The purpose of the Program Council is to ensure the smooth operation of church programs, within policies established by the Board, by integrating and coordinating the activities of the UUCSS Operating Committees. The Council also encourages participation of church members in the committee life of the church.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE

A. Membership on the Program Council shall consist of the chairs of all church committees chartered by the Board and designated as Council committees. Committee chairs may designate committee representatives to attend Council meetings.

B. The chair of the Program Council shall be the Second Vice President of the Board of Trustees (Programs). In addition, the Program Council shall have a Vice Chair and Secretary elected by the Congregation at its annual meetings from a slate provided by the Nominating Committee. The terms of the Vice Chair and Secretary shall begin in alternating years.

V. AUTHORITY OF THE PROGRAM COUNCIL

A. The task of the Council is to ensure coordinated effort throughout the various church programs within the current church year. As the Board is responsible for all church activities, especially policies and budgets, it has delegated to the Council authority over operation and management of the church program. Therefore, any question pertaining to Council Committees that does not involve a

change of church policy or agreed budget may be acted upon by the Council without further approval of the Board.

B. The Program Council shall assist Council Committees in performing their assigned tasks, and ensure that church activities are scheduled to maximize participation, receive timely publicity, and operate within policies and budgets approved by the Board.

C. Program Council Committees will operate within agreed church policies. The Council should, however, recommend policy changes to the Board whenever it deems such changes appropriate and required.

D. Program Council Committees shall operate within budgets appropriated by the Board. The Council may recommend changes in funding priorities to the Board as it deems necessary and appropriate.

E. The Program Council officers are responsible for ensuring all committees assigned to it are staffed and functioning, and for informing the Board of changes in the membership of Council Committees.

VI. FREQUENCY OF MEETINGS

The Council shall meet at least ten times a year, on the second Monday of the month.

VII. SPECIFIC TASKS AND REPORTING SCHEDULE

The Council shall:

A. Develop and submit to the Board for review a consolidated list of objectives of Council Committees. These objectives will take into account program goals formulated by the Board (April).

B. Submit for review to the Board of Trustees a calendar of all-church activities and events (April).

C. Submit to the Board a consolidated grassroots budget for the following church year (June).

D. Publish an annual description of planned church activities for the current church year (September).

E. Submit to the church Administrative Assistant a report of Council and Council committee activities for the Annual Report to the Congregation (November) that includes, but is not restricted to:

1. Committee Objectives for the reporting year
2. Committee accomplishments

3. Committee activity projections for the next reporting year

4. Committee recommendations to the Congregation or other matters deserving attention

F. In addition, the Council secretary shall maintain a list of current Council Committees, their chairs and their members, and submit this list to the Board. (January). As they occur, the Council secretary will also submit changes of committee chairs to the Board.

G. The Council chair will prepare an annual report to the Board on the status of Council committee charters, anticipated needs for revisions, and target dates for completing new charters or modifications to previously approved charters (October).

VIII. ADDITIONAL RESOURCES

A. Church policy file available in the church office

B. Church file of chartered committees (church office)

C. Job descriptions of officers and employees of the church (church office)

D. UUA Congregational Handbook