

VOLUNTEER PLACEMENT COMMITTEE CHARTER
(Effective Date: November 19, 1996)

I. NAME OF COMMITTEE: Volunteer Placement Committee (VPC)

II. GUIDING RATIONALE: Each UUCSS member has unique gifts and talents. We believe our religious life is enriched when these talents are shared with the wider community. UUCSS, therefore, endeavors to find ways for every member to grow by contributing time and talent to the life of the Congregation.

III. PURPOSE OF THE COMMITTEE:

The purpose of the Volunteer Placement Committee is to offer each UUCSS member opportunities to contribute time and talents to the organizational life of the Church by participating in Program and Board committee work.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

A. MEMBERSHIP: Members of the committee are three, appointed by the the Board of Trustees in staggered three-year terms. (The terms of service for the first committee will be one, two, and three years, with three-year appointments thereafter.) Additional members may be appointed by the Chair from the Congregation.

B. Committee members may serve only two consecutive terms, and then must have at least a one-year absence from the VPC before reappointment.

C. The VPC chair will also serve as the Vice President of the Program Council.

D. A committee member will also serve as a member of or a consultant to the Nominating Committee.

V. FREQUENCY OF MEETINGS: At least 10 meetings throughout the year.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Maintain a file of committee charters approved by the Board of Trustees that include for each committee:

1. Guiding Rationale
2. Purpose
3. Membership
4. Specific tasks of the committee
5. Reporting procedures
6. Resource Materials

The purpose of this file is to facilitate placement of volunteers on committees where their talents might best contribute to the church community.

B. Maintain a roster of chartered committees, appointed committee members, and terms of service.

C. Maintain a data-base of Congregational members' skills and interests.

D. Insure Congregational members are personally invited to share their skills and interests with appropriate committees of the Church, both those reporting to the Program Council and committees reporting only to the Board, by participating actively in the Council and serving as a consultant to Board Committees.

E. Recommend creation of new committees and disbanding of committees no longer needed.

F. Report on committee personnel changes, vacancies, etc. at the monthly Council meetings.

G. Promote stability of leadership among Church committees and identify new leadership talent by advising the Nominating Committee of current committee participation and the every-member skills-and-interest database.

H. Maintain a "UUCSS Temps" list of those members and friends who are not able to undertake ongoing positions on committees, but are willing to take on one-time, temporary jobs.

I. Maintain a database of members' participation, and skills and interests, to be used as an ongoing record of and resource for all aspects of volunteering for the church.

J. Submit to the church an Annual Report detailing the Volunteer Placement Committee's activities and accomplishments during the past year.

VII. RELEVANT REFERENCES, CHURCH POLICIES, AND DOCUMENTS:

A. Douglas W. Johnson, THE CARE & FEEDING OF VOLUNTEERS. Nashville: Abingdon Press, 1978.

B. Douglas W. Johnson, EMPOWERING LAY VOLUNTEERS. Nashville: Abingdon Press, 1991.

C. Marlene Wilson, HOW TO MOBILIZE CHURCH VOLUNTEERS. Minneapolis: Augsburg, 1983.