

## **Basic Committee Chair Tasks/Guidelines**

*Please note: this list is neither exhaustive nor mandatory. It is a basic outline, compiled by the Minister and Parish Committee. Use these suggestions, when/where applicable, and please feel free to infuse it with your own style and personality.*

### **The Responsibilities**

1. With the committee, determine strategy & set goals for your group.
2. Attend the annual Church Council meeting in the fall.
3. Attend the annual committee Budget Setting meeting in the winter.
4. Submit the annual report for the committee to our Office Administrator (Hope) in the spring.
5. Attempt to identify a vice-chair and/or potential replacement should you need to step aside.

### **The Meeting**

1. Organize date(s) to have meeting(s). Check with our Office Administrator (Hope) to schedule meeting space.
2. If planning a large event/activity, which would require set up, advance notice of the event is needed for set up by our Sexton (Tom). Our Office Administrator (Hope) has a map available of the Parish Hall she can send out.
3. Prepare agenda (with input from other committee members).
4. If possible, send agenda out ahead of time; remind members of meeting.
5. Consider sharing the task of bringing food or snacks to meetings.
6. Prepare, or ask another to prepare, a brief reading for chalice lighting.

7. At meeting, invite members to do a brief check-in. This is not meant to be exhaustive, but a way to let folks know about something that might be on one's mind and to release it in preparation for the meeting.
8. Remember to welcome new members and help orient them to the group (or delegate this).
9. Ensure that someone is taking minutes.
10. Facilitate the meeting: follow the agenda, invite all voices to speak, keep things timely (sometimes it's helpful to ask someone else to be a time keeper so if things get side-tracked or long-winded they can help the chair bring things back to point).
11. Make sure folks know their action items at the end of the meeting or soon thereafter (or ask the minute-taker to do this).
12. End promptly (and start promptly).
13. Thank folks (frequently!)

### **Post-Meeting**

1. Keep conversations, communication, emails going between meetings Don't lose momentum or sight of the goals.
2. Follow up with members between meetings to see how they're coming along with their designated tasks.
3. Set up subcommittees when/if needed and follow up as needed.
4. Be prepared to deal with possible conflict resolution within the committee (our Covenant of Right Relations is a good resource).
5. With fellow committee members, be looking for others who might want to join in this work.
6. Inform the rest of the congregation about what is going on with your committee (Spire submissions may work best for accomplishing this).

7. Keep in touch with Bookkeeper (Donna) regarding any committee budget expenses along with keeping tabs on the amount left available to the committee (if applicable).
8. Remember, everything is not up to the chair! Facilitating is a big task all on its own. Encourage and invite others to share in the work—it's everyone's church community. Delegate, delegate, delegate!

Additional resources on this subject, courtesy of the UUA, are as follows:

- “How to Run a Successful Meeting” [https://www.uua.org/sites/live-new.uua.org/files/how\\_to\\_run\\_a\\_successful\\_meeting.pdf](https://www.uua.org/sites/live-new.uua.org/files/how_to_run_a_successful_meeting.pdf)
- “Meetings That Work” <https://www.uua.org/sites/live-new.uua.org/files/documents/congservices/meetingswork.pdf>