

# Leadership Development Team Charter

1. **Name of Committee or Team:** Leadership Development Team (LDT)

2. **General Purpose:**

Strengthen the volunteer community at UUFA by encouraging the growth of Lay Leaders through training, support, and mentorship.

3. **Membership:** Specify the size (number of members). How is the committee/group formed (e.g. elected or appointed, and if so, by whom?). What are the requirements for committee membership? What is length of a committee member's service (e.g., can members serve only a set number of years)? How are vacancies filled? Is the minister, or other staff, or other leaders, involved in the committee/group (e.g., as *ex officio* members)? Can non-members of UUFA be members of the committee/group? Is there a fixed and/or maximum number of committee members? What is the selection process if more people are interested than there are slots available?

- No minimum or maximum size; 5-7 members is ideal.
- Members of the LDT must be members of UUFA and seasoned leaders.
- Members of the LDT serve a term of four (4) years. They are eligible to serve again after a two (2) year hiatus.
- New members of the LDT are recruited from the general UUFA membership by members of the LDT and members of the Ministry Council.
- The Minister is an ex-officio member.
- The Lay Minister for the cluster including the LDT is an ex-officio member.

4. **Leadership:** What are the leadership roles in the committee/group? E.g., chair, secretary, others? How is/are the leader(s) chosen? What are the responsibilities of the leader(s)?

- Leadership of the LDT is shared among LDT members although a titular chair is selected from among the group.
- The chair of the LDT calls and schedules meetings, sets the agenda, and facilitates meetings.

5. **Meetings:**

How often does the committee/group meet?

How, when and where are committee meetings announced and to whom, e.g., Board, Leadership Council, Congregation?

How are committee meetings run, insuring that they are effective, creative, and community-building? How are decisions made (e.g. majority vote or consensus)? Are committee meetings open?

- The LDT meets at least quarterly, several weeks prior to each quarterly Leadership Council meeting.
- Additional meetings are called as needed.
- Decisions are made by consensus.

6. **List the specific duties and responsibilities of the committee/group:**

- Offers UUFA members opportunities for service and spiritual growth.
- Helps publicize "one shot" opportunities available for service to new members, as well as regular and organized opportunities for seasoned members.

- Promotes ongoing programs such as “New to UUFA” classes for newcomers, Small Group Ministry (SGM), and other Adult RE offerings.
- Encourages participation in training, workshops, and programs offered outside of the Fellowship at the denominational level, including at General Assembly, Regional gatherings, etc.
- Schedules, plans, and facilitates the quarterly meetings of the UUFA Leadership Council, focusing on leadership development and training.
- Provides information on emerging leaders to the Nominating Committee.

**7. Annual Goals, Objectives:** (State how and when the committee will develop a set of goals for itself. Will the committee annually review its functions and duties?)

- At least annually, the LDT will review its functions and duties and set goals for the next program year.

**8. Accountability:** (To whom is the committee or group accountable or answerable? The congregation, the Board, another committee, or perhaps the committee’s/group’s members only?)

- The LDT is accountable to the Ministry Council.

**9. Reporting requirements** (e.g., To whom does the committee/group provide reports? How often does it report?):

- The LDT reports regularly to the Ministry Council and the Board of Trustees.

**10. Relationship to professional staff and other committees/groups of UUFA:** (State the explicit relationship of the committee/group to each member of the professional staff, and to any other committees/groups with which it has an important relationship.)

- The LDT works with the Minister on developing leadership training and encouraging new leaders.
- The LDT works with the Nominating Committee by helping identify emerging and potential new leaders.

**11. Communications:** List in what ways the committee/group communicates regularly with other committees/groups, the congregation, and the wider Athens community. State what presence the committee/group has or would like to have on the Fellowship’s web site.

- The LDT communicates quarterly with UUFA leaders via the Leadership Council and the UUFA Leaders listserv.
- The LDT has a page on the UUFA website.

**12. What decision-making authority does the committee/group have?** (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)

- The LDT, in consultation with the Ministry Council, decides what to include on the agenda for Leadership Council meetings.

**13. Spending authorities:** Does the committee/group have to request approval for any expenditures within its budget? Who will be authorized to sign for committee/group expenditures against the budget?

- The LDT can make recommendations to and seek approval from the Ministry Council and Minister for expenses from the Leadership Development line item in the budget.

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Proposed charter submitted by (name and title): Herb West, Chair, Leadership Development Team

Date: October 28, 2017