

UUFA Nominating Committee Charter

1. Name of Committee or Group:

Nominating Committee

2. General Purpose:

To nominate candidates for election to the offices of President-Elect, Treasurer, Secretary, at-large Trustees, and Nominating Committee annually, and as needed when vacancies occur.

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?

"A Nominating Committee shall be composed of five (5) voting UUFA members. New members shall be elected by the congregation at the Annual Meeting to take office on May 1 each year. The Nominating Committee shall be elected for two (2) year terms on a staggered basis, two (2) members elected in even-numbered years and two (2) members elected in odd-numbered years. No member shall serve more than two (2) consecutive terms on the Nominating Committee. The Immediate Past President shall serve as one of the voting members of the Nominating Committee."

"When a vacancy occurs during the term of a member of the Nominating Committee, the Board of Trustees shall appoint a replacement to serve the remainder of the unexpired term." (UUFA bylaws 7.2.B.1)

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)?

"The Immediate Past President shall convene the Nominating Committee no later than May 31 each year to select a chair." (UUFA bylaws 7.2.B.1) The chair is responsible for calling meetings and setting the agendas for each meeting, and for representing the committee to the Board of Trustees and the congregation.

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?

In addition to the initial meeting on or before May 31 of each year, the committee shall meet as often as necessary to achieve its goals. Committee meetings are not announced and not open to anyone who is not a member of the committee.

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

“The Nominating Committee shall propose to the Board of Trustees on or before March 1 of each year one or more nominees for vacancies on the Board of Trustees, the office of President-Elect, the office of Treasurer, [the office of Secretary,*] and the Nominating Committee, all of which occur by expiration of the respective terms of office. The names of potential and real candidates will be kept confidential. The Board will make the slate of candidates public. The slate of nominees as proposed by the Nominating Committee shall be presented to the congregation in writing as part of the notice of the Annual Meeting.” (UUFA bylaws 6.1)

“The Nominating Committee shall establish criteria for qualifications for the positions to be filled, and by March 1 each year submit to the Board of Trustees nominees for positions that will be open on the Board of Trustees and on the Nominating Committee, and for the office of President-Elect, and the office of Treasurer [and the office of Secretary*] which occur by expiration of the respective terms of office or otherwise. The Nominating Committee shall encourage the widest possible participation by the congregation in submitting names for consideration. The Nominating Committee shall not nominate for any elected position any of its members or the member's immediate family. In selecting its nominees, it shall seek to represent the diversity of the congregation; consider previous service to the congregation, the nominee's knowledge of the denomination, church constituencies, and church organization; and match individuals to their areas of interest and expertise in sustaining the life of the church. The names of potential and real candidates will be kept confidential. The Board will make the slate of candidates public.” (UUFA bylaws 7.2.B.1)

**The election of the Secretary of the Board of Trustees by the congregation, instead of the Board, was approved by congregational vote on August 30, 2009. However, the bylaws have not been fully revised to reflect this change.*

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?)

Annually, the committee should meet to set and review its goals and objectives for the coming year, preferably soon after the pre-May 31 meeting convened by the Immediate Past President to elect the committee chair.

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 congregation.

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

The Nominating Committee submits the nominees for the officer, Trustee, and Nominating Committee positions to the Board of Trustees no later than March 1 of each year. The Board then makes the slate of candidates public. (refer to UUFA bylaws 7.2.B.1).

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.)

There is no explicit relationship to any staff member or other committees or groups.

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.

Members of the committee communicate with members of the congregation in seeking nominees. Other than that, and the required annual report to the Board, no other communication is required.

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

The only decision-making authority that the Nominating Committee has, other than to elect its own chair annually, is to select which candidates are to be presented to the congregation for election.

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 Nominating Committee has no budget.

Proposed charter submitted by (name and title): Herb West, President-Elect

Date: December 23, 2010