

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES
COMMITTEE CHAIR AND BOARD LIAISON RESPONSIBILITIES**

APPROVED NOVEMBER 2003
AMENDED SEPTEMBER 18, 2013
AMENDED SEPTEMBER 21, 2016

1. When a committee chair or liaison is newly appointed, the liaison shall meet with the chair at the earliest opportunity, but normally within one month, to get acquainted, review the bylaws, policies and procedures relevant to this committee, and to answer questions and provide planning assistance.
2. Prior to the beginning of the new church year (July 1), or as a new chair is selected, the chair shall submit, preferably in electronic format, an updated list of committee members, and a brief written description of the committee's proposed goals or objectives and activities for the coming year. Please submit them through the liaison to the board secretary, and include any critical dates or deadlines and a proposed meeting schedule. Any additions or losses of members shall be reported in a timely manner
3. Unless prescribed differently in the bylaws, the board requests a written report from each committee, preferably in electronic format, one week prior to each regularly scheduled board meeting. This will serve to update church leadership on recent and upcoming activities. Negative reports (no activities or meeting) are requested. The report shall be sent to the secretary for attachment to the agenda and minutes.
4. Where applicable, the liaison shall review with the chair means of maintaining, strengthening, growing and publicizing the committee and its work, including use of the various written and electronic communications available to Westsiders.
5. The liaison shall ensure that the chair is familiar with use of the online church calendar to preclude scheduling and room usage conflicts.
6. When deemed useful, the liaison may invite the chair to attend a board meeting.
7. When appropriate, the liaison shall inform the chair of any board reaction to the committee's monthly report.
8. Each October the committee chair, with assistance from the liaison, shall prepare a detailed committee budget for the upcoming church year, preferably in electronic format, and forward it through the liaison to the Finance Committee.

Approved by Board _____