

Program Council Charter

Unitarian Fellowship of Lawrence

Purpose

The Program Council supports the work of Fellowship volunteer teams so as to achieve the mission, vision, and goals of the Fellowship and to enhance participation of its members and friends.

Membership

The members of the Program Council are five area coordinators representing the major areas of Fellowship ministry (Social Justice, Communications, Sunday Meetings, Lifelong Learning, Congregational Life, Facilities, and Fundraising), plus the convener. The area portfolios may be combined according to the skills of the individual area coordinators. The minister and the director of religious exploration are ex officio members. Each area coordinator is appointed for a two-year term by the Executive Board, and appointment may be renewed for one term. There is a two term consecutive limit for area coordinators for any one area. In order to stagger terms when the program council is initiated, three coordinators will be appointed for two years, and two coordinators will be appointed for one year. Should a vacancy occur on the Program Council, the Executive Board will appoint a coordinator to complete the departing coordinator's term.

Convener

The convener is the immediate past Fellowship chair. The convener calls the meeting, prepares the agenda, and conducts Program Council meetings. If unable to attend a meeting, the convener designates another Board member to perform these responsibilities. The convener has a vote in Program Council decisions only when needed to break a tie. The convener is the primary vehicle for communication between the Program Council and the Executive Board, providing oral/written reports when appropriate.

Meetings

The Program Council normally meets once a month. A quorum of three coordinators plus the convener is required for meeting. A minimum of three votes for one alternative is required for a decision.

Activities, Duties, Responsibilities

A. The Council as an Organization

At its monthly meetings, the Program Council coordinates planning for functions, activities, and events conducted or supervised by the Fellowship's volunteer teams and individuals. To do this, the Council members:

Short-term:

- Exchange information about current developments and discuss any

issues that may arise, and

Review the calendar of forthcoming events to determine priorities and reduce conflicts.

Long-term:

- Continuously monitor the structure of team and volunteer assignments to ensure effective functioning,
- Provide support for leadership development,
- Ensure that team chairs are identified as specified in team charters,
- Approve revisions of existing team charters and review proposed charters of new teams, and
- Review and submit team budgets to the Board.

Charters of new teams must be approved by the Executive Board. After the Board has approved the initial charter for a team, the Program Council can approve revisions so long as the changes do not substantially modify the team's function and the changes do not affect any provisions concerning Board-authorized responsibilities.

B. The Program Area Coordinators

Each area coordinator maintains regular communication with team chairs and individual volunteers in his or her area. The coordinator:

- Attempts to ensure that individuals and teams are functioning effectively
- Assists in team leader recruitment
- Encourages, inspires, and helps teams solve problems
- Assists new teams to prepare charters for their team, and existing teams to revise charters as needed
- Provides assistance to teams about budget development as needed, reviews and forwards team budget requests and annual reports to the full Program Council
- Advises the Program Council on identification of team chairs in his or her program area

Authority Delegated or Retained

The Executive Board retains legal responsibility for all financial, personnel, and policy decisions, including fund-raising.

Primary Author of this charter: Ted Wilson, PC Area Coordinators

Date on which this proposed charter was approved by the Council: May 16, 2012

Date this charter was approved by the Executive Board: July 9, 2012

Revised by Carol Eades Delnevo

Revision approved by Program Council: 6-8-15

Revision approved by Executive Board: 6-15-15