

Unitarian Universalist Church of Davis
OPERATIONS CO-CHAIRS CHARGE
Adopted by the Board of Trustees on March 31, 2013

Duties and Responsibilities

The Church's Board of Trustees has delegated to the Senior Minister and two Operations Co-Chairs the authority to develop and implement operating procedures, to make decisions, to take actions, and to develop activities true to the Board's policies. The Operations Co-Chairs report to the Board.

The Operations Co-Chairs shall make decisions, within budgetary limitations, on administrative operations of the church: finance, budget, and investments; giving and endowment; facilities; human resources; and communication and information technology. They shall oversee the church's financial operations in consultation with the Financial Officer and the Accounting Manager and the church's other administrative operations in consultation with the Congregational Administrator.

The Co-Chairs may divide the areas of responsibility between them and then collaborate with leadership groups under their areas. They shall communicate regularly with each other and with the Senior Minister, the Congregational Administrator, and the Accounting Manager, provide representation at Board meetings, and provide a monthly operations report to the Board.

Special Qualities or Skills Needed by Co-Chairs

- Extensive experience in the Church's programs and operations, perhaps as a former Board member.
- Familiarity with policy-based governance.
- Leadership experience, preferably in one or more of the administrative operations areas delegated to the Operations Co-Chairs.
- Ability to work collaboratively.

Terms of Office of Co-Chairs

Co-Chairs shall serve no more than 4 years without taking a break in service of at least 1 year. To provide continuity of Church administrative operations, the Co-Chairs should, if possible, have staggered terms of office.

Selection Process

Co-Chairs shall be selected and approved by the Board of Trustees.

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