

Unitarian Universalist Church of Davis
OPERATIONS CO-CHAIRS CHARGE
Adopted by the Board of Trustees February 13, 2017

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: giving and endowment; facilities; human resources; and communication and information technology. They shall collaborate with the Financial Officer, Bookkeeper, Congregational Administrator, and Human Resources Committee in overseeing the Church's budgetary and administrative operations.

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 Bookkeeper, 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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