



## **REVISION HISTORY**

New document.

## **BACKGROUND/PURPOSE**

Historically, many task forces have been created at UUCWC without specific goals, objectives, and timelines. There have been no guidelines for these task forces. While most of them have accomplished their mission, UUCWC has had no way to track their accomplishments and determine if all of the goals were achieved. This policy is necessary to ensure that the resources (time, talent, and treasure) of UUCWC are utilized effectively.

## **POLICY**

Only the Board of Trustees at UUCWC can create a task force. The task force must have a specific goal(s), with clearly stated objectives with a timeline for each objective. The Board will define the goal(s) of the task force, while the objectives and timelines will be negotiated between the Board and the task force. The Board should determine if a budget is necessary for the task force to accomplish its goal(s).

Task forces will be created to last for a maximum of one year, unless there is approval by the Board for an extension. No task force will last longer than 18 months.

It is not necessary for a Board member to be on the task force. Board members may serve on the task force if they desire or if the Board deems it to be necessary. However, one Board member should always liaison with the task force.

The task force will have a chair or co-chairs to organize the task force and run the meetings. It is their responsibility to update the Board liaison on a monthly basis.

## **GUIDELINES**

Member(s) of the congregation, the staff, or the Board can suggest the need for a task force on a topic of importance. This should be done by a written proposal that provides the background and the rationale for the task force. Also, the proposal should explain how the goal(s) of the task force relates to UUCWC's strategic plan.

The Board will invite members of the congregation to be on the task force. At the first meeting, the task force will self-select a chair or co-chairs. If the task force is having difficulty doing this, they should inform their liaison after their first meeting.

At the completion of the task force's goal(s), the task force must present a written and possibly an oral report to the Board. The successes and problems encountered by the task force should be part of this presentation. This information will assist the Board in the creation of future task forces.



**PROCEDURE**

An overview of the process is outlined in Appendix A.

A proposal for the creation of a task force is presented to the Board. After discussion, the Board approves a motion to create the task force with a specific mandate (goal). Also, the Board suggests objectives with or without a proposed timeline. See Appendix B for an example of a proposed task force with goal(s) and objectives. If necessary, the Board approves a budget and the source of the funds.

At the first meeting, the task force self-selects a chair or co-chairs. The task force sets a schedule for meetings. The task force finalizes objectives with a timeline for approval by the Board. Minutes of the meetings are kept and distributed to the task force members and the Board liaison.

The task force keeps their liaison informed of its progress on an ongoing basis. The liaison is responsible for providing updates to the Board.

Document prepared by: Jerry Scheick, Board of Trustees



Appendix A

CREATION OF A TASK FORCE

CREATION and APPROVAL

- Write a proposal and present it to the Board.
- Discussion and motion by the Board.
- Assign Board liaison.
- Propose Goal(s) and Objectives.
- Approve a budget, if necessary.

TASK FORCE'S FIRST MEETING

- Self-select a chair or co-chairs.
- Set a schedule for meetings.
- Finalize objectives with a timeline.

ONGOING and COMPLETION

- Record meeting minutes and distribute to task force and liaison.
- Prepare written and oral report, at completion.



Appendix B

**FACILITIES TASK FORCE**

On November 9th, 2011, the UUCWC Board moved the following.

The Board of UUCWC is creating a Facilities Task Force. The purpose of this task force is to combine building, grounds, and other related committees into one larger committee that will have oversight over the physical space at UUCWC. This task force is being created to increase communication, coordinate action, designate responsibility, and to encourage participation from members.

**GOAL**

To combine building, grounds, and other related committees into one larger committee that will have oversight over the physical space at UUCWC.

**OBJECTIVES**

**TIMELINE**

Recommend a structure of the new Committee.	04/01/2012
Prepare a budget for the new Committee.	04/15/2012
Secure leadership for the new Committee.	05/01/2012
Determine what policies and procedures are necessary.	06/01/2012

Board Liaison: Jon Holcombe