

So, You Are the Chair of a Committee! What Now?

Here are some first steps!

Charter - What is your committee's charge, role or responsibilities?

- a. Find your Committee's Charter. Every committee has one. If you don't already have a copy, ask the Office Administrator for a copy of your committee's charter or find it on the UUSMV website.
- b. Make sure that every member of your committee has and understands your committee's charter.

Members - Who are the members on your committee?

- a. At a meeting or individually, talk with each member.
 - i. How long have they been a member?
 - ii. Do they want to continue on the committee? For how long?
 - iii. What do they like about the committee?
 - iv. Are there things they would like to change?
 - v. What strengths do they feel they contribute to the work of the committee?
 - vi. Is there more they would like to do? Less?

Goals - Does your committee have specific goals to accomplish this year?

- a. All committees are asked to outline goals for the coming year in the committee's annual report. Review the report to see the goals your committee. The Annual Report is on the UUSMV website.
- b. If there are no goals or it's time to set goals, make this an agenda item for an upcoming meeting.

Collaboration - How does your committee relate to or interact with other committees?

- a. This is probably outlined in your committee's charter.
- b. The Our Shared Ministry document (2014) shows how the various ministries of UUSMV are structured.

Leadership - What do I do to effectively lead the committee?

- a. There are many resources available to help.
 - i. The Nominating and Leadership Development team has compiled some useful tips for Committee Chairpersons. Go the UUSMV website; go to the Member section, go to Community and click on Resources for Committees.
 - ii. The UUSMV Policy Manual and Procedure Manual will outline procedures and policies for the Society and may have specific procedures for your committee.
 - iii. The Unitarian Universalist Association website is a great place to look for resources – www.uua.org You can search by topic on the site.
 - iv. Your UUSMV colleagues are also resources. Check in with other committee chairs if you have questions.