

OPERATING GUIDELINES

ADMINISTRATION COMMITTEE

Function:

The Administration Committee is a standing Committee reporting directly to the Board of Trustees. As directed by the Board, it makes policy and organizational structure recommendations for UUTC; monitors policy implementation throughout the organizational structure; and serves as the custodian for the UUTC Policy Manual.

Responsibilities:

- Review and recommend updates to the UUTC organizational structure to meet the present and future needs of the Congregation.
- Assist the UUTC Board in an annual review of the UUTC Policy Manual.
- Review personnel contracts to insure compliance with UUTC policies and all legal requirements.
- Maintain a process/procedure for monitoring policy implementation.
- Work closely with the Personnel Team for policy implementation.
- Review and recommend to the Board any changes proposed by Ministry to staff job descriptions and/or lines of authority, supervision or accountability.
- Other tasks as assigned by the Board.

Membership:

There will be at least 5 participants: a Chair, a Chair-Elect, and a minimum of 3 additional members. The Committee Chair and Chair-Elect are appointed by the Board President and President-Elect, must be Members of the Congregation, and will serve no more than 1 year in those positions.

The Committee Chair and Chair-Elect will recruit the additional members to serve terms of 1 year up to 3 years. No member shall serve longer than 3 years without a 2 year gap in service on this Committee. All Committee members must be approved by the Board.

Operating Guidelines - Administration Committee

Operating Procedures:

1. Provide a copy of meeting minutes (electronically) to the Administrative Assistant.
2. Provide meeting schedule (and changes) to the Administrative Assistant for listing on the master calendar.
3. Review proposed changes to job descriptions for compliance with UUTC organizational structure and policy.
4. Establish and maintain an ongoing procedure to ensure the components of UUTC's organizational structure are in place and current.
5. Identify and recommend to the Board candidates to replace members rotating off of the Committee.
6. In the fall of each year, working in concert with the Personnel Team, review personnel contracts to insure compliance with UUTC policies and all legal requirements.
7. In the fall of each year, initiate monitoring of policy implementation:
 - a. Prioritize policies to be monitored.
 - b. Divide responsibilities among Committee members.
 - c. Receive reports from Committee members re: policy implementation and, as needed, make recommendations for policy change or implementation to the Board.
8. In the winter of each year, review and propose to the Board any plan for updates to the UUTC organizational structure to meet the present and future needs of the Congregation.
9. In the winter of each year, review the UUTC Policy Manual and propose any updates to the Board.
10. Respond to directives from the Board for policy reviews in the interim of annual updates.
11. In the spring of each year, review the function/statement of purpose for the Committee, proposing revisions to the Board.
12. In the spring of each year, review the operating procedures of the Committee and revise as needed.
13. Following the annual election of the Nominations Committee by the Congregation, the Administration Committee will send the Board a draft for information the Board may wish to provide to the newly elected Nominations Committee. This draft will include a list of the current organizational structure, policy and Bylaw eligibility requirements for positions on the Board of Trustees.