



## Committee Member Information

Committee: \_\_\_\_\_

### **Parish Mission Statement**

*Becoming Disciples of Jesus and stewards of God's gifts.*

### **Vision Statement**

*We are fully engaged parish whose hearts are opening, minds are changing and lives are transforming.*

### **Core Values**

*Prayer, Service, Sharing, Hospitality, Learning, Gratitude*

### **Roles & Expectations of Committee Members**

1. Maintain regular and reliable attendance at committee meetings and events.
2. Participate actively in orientations, meetings, discussions, and correspondence.
3. Contribute to the development of the committee's annual goals, objectives and budgets.
4. Work cooperatively with other members to meet the charge and goals of the committee.
5. Draft and/or review reports and other work products as needed.
6. As applicable, respect and protect any information regarding parishioners or staff that is confidential in nature.
7. Represent committee at parish meetings and other functions as needed.
8. Help to recruit new members for the committee as needed.
9. Demonstrate effective communication, leadership and organizational skills.
10. Demonstrate and promote positive relationships with parishioners and department staff.
11. Support and live the Christian philosophy of the Diocese of Green Bay and the mission of Resurrection Catholic Parish.

### **Term Length**

Committee member terms are typically two years with the opportunity for additional terms if desired. Committees should periodically evaluate their vibrancy and forte viability as a group and discuss whether any changes are warranted with regards to membership terms.

### **Additional Roles & Expectations for Special Committee Assignments**

Not all committees will have all of these special positions. Each committee should have, at a minimum, a Chair and a Council Representative, neither of whom should be the staff liaison. In addition, each committee needs to ensure that someone is tasked with taking meeting notes and submitting these to the staff liaison, committee members and to the Parish Administrative Assistant. Some committees may choose to have the Chair also take on the duties of secretary. Not all committees need a Treasurer, but some do have a budget to maintain. A vice-chair is an "extra" and can be helpful in case someone is needed to cover for the Chair in case of absence.

Chair:

1. Early in fiscal year, work with staff liaison and committee to set a meeting schedule for the year, taking into consideration deadlines for financial and other planning activities, projects and reports.
2. Implement orientation for new committee members with staff liaison support.
3. Develop agenda and meeting notices with the staff liaison support.
4. Monitor committee progress and follow up with committee members regarding the status of assigned projects, programs and reports.
5. During meetings, keep discussion on track, monitor participation by members, and keep the committee focused on reaching consensus.
6. Identify and distribute committee reports and information relevant to committee work to committee members, staff, and other committees as appropriate.
7. Assist in care and maintenance of committee binder.

Vice Chair:

1. Perform chair responsibilities, including decision making, at times when the chair is unavailable. (In assuming that role, the vice chair will follow the outlined responsibilities for committee chair.)
2. Prepare for the future possibility of a chair appointment.

Secretary:

1. Take minutes of meetings and promptly transcribe them for the chair's review and approval before distributing them to the committee.
2. Ensure that the staff liaison, committee members and the Parish Administrative Assistant receive the minutes as soon as possible after the committee meeting.
3. Maintain sufficient familiarity with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
4. Maintain committee binder.

Treasurer:

1. Manage finances of the committee in collaboration with the parish Business Manager.
2. Provide annual budget of committee to the Business Manager.
3. Work with staff liaison and/or Business Manager on monthly financial statements.

*Note: The Staff Liaison may not serve as a representative to a council.*



## Committee Information Sheet

**Committee** \_\_\_\_\_

**Parish Fiscal Year** \_\_\_\_\_

**Chair Person**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Council Representative (if different from chair)**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Vice Chair** (name) \_\_\_\_\_

**Secretary** (name) \_\_\_\_\_

**Treasurer** (name) \_\_\_\_\_

**Staff Liaison** (name) \_\_\_\_\_

**Meeting Dates & Times** \_\_\_\_\_

**Other Members:**

**Name**

**E-mail Address**

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