

2018-19 CHARTER—Policy and Governance Committee

Section A: Name

1. What is the name of your group?

Policy and Governance Standing Committee of the Board

Section B: Purpose

1. What is the purpose of your group?

The Board of Trustees (BOT) of ESUC exercises its authority through the principles of Policy-Based Governance (PBG). Policy Based Governance uses policies to direct the activities of the church's ministers and staff as well as the church's member committees. The policies set goals and limitations leaving the specific implementation methods to the staff and member committees. These goals include the church's defined "Ends". Policies also define the roles of the minister, staff, and membership to achieve our common religious goals. Policies must not contradict the church's bylaws. Unlike bylaws, which require congregational vote for changes, policies may be changed at any time by vote of the ESUC BOT.

The primary purposes of the Policy and Governance Committee will be to support the BOT by

- Assuring the policies are effective and consistent with church bylaws.
- Taking or delegating responsibility for drafting policy documents and bylaw revisions as required
- Reviewing and making recommendations on proposals for policy and bylaw changes that arise from membership and staff.
- Communicating and soliciting comment on policy from the congregation and staff
- Reviewing and recommending policies for board adoption and bylaw changes for inclusion in the BOT's recommendations for congregational vote.
- Providing oversight to the maintenance of the official policy book, exercising version control, and providing up-to-date versions of policies (electronic and paper) to the BOT and the ESUC website.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

The Policy and Governance Committee supports the organizational structure that enables East Shore Unitarian Church to pursue the Unitarian Seven Principles. The Committee tries to embody all seven principles by how it carries out its ongoing duties, within committee meetings and electronic communications, during interactions with the Board, Staff and Members, and while evaluating and recommending policy consistent with the Seven Principles.

3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at www.esuc.org under Governance and Bylaws

The Policy and Governance Committee supports the organizational structure that enables East Shore Unitarian Church to pursue East Shore's Mission and Vision. The Committee 1) attempts to function in a loving way in all its relationships, 2) is mindful of the spiritual nature of all church work in its actions, 3) helps the Board put structures in place that will build a sense of community through smooth and effective governance, and 4) recommends policy that balances institutional security and effectiveness in promoting justice that is representative of the congregation.

4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.

No, we do not have Right Relations Guidelines yet, but will make it a goal to complete this year.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

Policy and Governance Committee work relates most closely with Board Goals 2 Developmental Ministry, bullet --Continue to implement Policy Based Governance. The Committee assists and advises the Board with all matters of policy and governance and is committed to working diligently with the Board to accomplish this task, including increasing congregational understanding and acceptance of this style. We believe that this work will also inspire a healthier culture at East Shore (bullet 1), by improving attitudes, understanding and skills of engaging within this type of governance structure.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

The Policy and Governance Committee has the following specific goals for the 2018-19 church year:

- Bylaws and Policies in alignment at the Annual Review in April 2019
- Policies up to date, relevant, and use language recommended by Daniel Hotchkiss in his book Governance and Ministry
- Board approved policy revision process followed for all proposed revisions, including member comment periods, preparation of final documents on the website, and timelines.
- 95% of the charters completed and approved by the end of the calendar year.
- Increased understanding, acceptance and support regarding our governance style at East Shore by Board of Trustees, Staff, and Congregation.
- Right Relations Guidelines for the Policy and Governance Committee approved by Committee members.

We expect that our efforts will result in the Board being better able to fulfill its Policy Based Governance duties. We also expect that our communications and educational efforts will increase Board, Staff, and member knowledge, satisfaction, and use regarding East Shore's church governance, including its policies and charters. The overall impact will be more effective and efficient organizational processes used by many key facets of the church, creating the self-monitoring and self-correcting systems needed for strong and sustainable progress toward our Mission and Ends.

We will evaluate the impact of our efforts by:

- Requesting and listening to Board feedback twice a year—at its summer/fall retreat and in the late winter/early spring.
- Reviewing records of the policy revision process--timelines, written staff and member comments on proposed policy revisions during the year
- Evaluating Board and member comments about our communications and educational sessions.
- Comparing pre and post quiz results at Governance 101 Sessions
- Analyzing results of a brief staff and member survey in the spring about understanding of, acceptance, use, and support of policy and governance work during the past year.
- Noting changes in staff and leader ratings of how efficient and effective listed processes are at the start and end of the year. Noting staff and leader identification of processes which are crucial to achieving our Mission and Ends.

Section C: Group Structure, Leadership & Decision-Making

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

The Policy and Governance Committee is a Standing Board Committee created by Board of Trustees vote in April 2017. Our Board liaison is Tom Doe, President of the Board of Trustees.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

The Policy and Governance Committee will have a minimum of five and maximum of seven members appointed by the BOT. Current Team members are Tom Doe, Ann Fletcher, and Jennifer Sumner. In June we lost two members who chose to pursue other areas of church work. During the summer, another member passed away. And in September, a member determined that the group was not a good fit. The Committee is seeking new members through consultation with the Membership Manager and the Nominating Committee and through advertising in church communications and by word of mouth.

3. What are the leadership roles and responsibilities within your group?

The Committee will have a chair who will set meeting times and prepare the agenda. The chair will also appoint a member to prepare minutes of each meeting.

4. How are leaders determined, and what are their term limits? Committees, please explain any differences from the term limits recommended in the Overview Section above.

The BOT will appoint the chair person who will have a term of three years.

5. What, if any, are the term limits for your members? Committees please explain any differences from the term limits recommended in the Overview Section above.

Committee membership will be by Board appointment for a three-year term with the option of a second three-year term in any capacity for a possible six-year total service. After that at least one year off the committee is required before serving again. Inaugural members may be appointed for terms of 1 or 3 years to allow staggered periods of service that assure continuity of experienced membership.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

The Committee will decide on its recommendations to the BOT first by consensus discussion and, if needed, by majority vote. However, recommendations may contain minority opinions, as these may provide useful perspectives for BOT deliberations. The Committee is not required to speak with one voice to the BOT when making recommendations but will speak with one voice with the BOT when the BOT makes decisions.

Recommendations will be in writing. Meetings will be held no less than quarterly, with a required meeting prior to the May meeting of the BOT to prepare the annual review of policies and to propose those policy recommendations that may require bylaw changes for approval at the Congregational Meeting in June.

Half the committee constitutes a quorum. Members who are not present at meetings may participate in votes by email to the entire committee prior to meetings.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

The Policy and Governance Chair will send the approved minutes to Archives Chair each month.

8. How are members recruited and oriented to your team?

Members are appointed by the Board of Trustees. The Committee and BOT may recruit through consultation with the Membership Manager and the Nominating Committee, through regular church communications, and by word of mouth. New members are oriented to the team through an interview with the Chair of the team, by attending several meetings on a trial basis, through reading over time Ministry and Governance by Daniel Hotchkiss, and by reviewing the Committee's Charter, church Bylaws and Board Policies, and related Board approved procedures of the Committee. Experienced members of the team also mentor new members and answer their questions at meetings and via email.

9. What, if any, qualifications are required for membership or leadership?

As a Board Committee, its members must be members of the church in good standing. Members must agree to have familiarity with the principles of policy-based governance. While not a requirement, the Chair ideally should be a past officer of the Board of Trustees, or someone with a strong familiarity with church policy and its effective

implementation. It is also helpful if the person has strong writing and communication skills.

10. How does your group communicate and collaborate with the larger East Shore community?

The Policy and Governance Committee reports to the BOT. Its primary method of communication to the BOT will be through written recommendations that are either part of the monthly Board Packet or stand-alone recommendations. As part of developing recommendations, the Committee will reach out to appropriate stakeholders among the staff and member groups when proposed policy changes have specific impacts on their work and ministry.

The Policy and Governance Committee will promote understanding of our policy-based governance system to the congregation as well as engage membership through processes that communicate proposed policy changes and seek appropriate “buy in”. The Committee will consider multiple communication venues including the Beacon, email blasts, the church website, and town hall type meetings. The Committee will assist the BOT in preparing policy and bylaw relevant materials for congregational meetings.

The Committee may delegate the preparation of proposed policies to members, member groups, or staff within ESUC. The Committee will also review staff policy proposals and unsolicited policy proposals from membership. However, proposals and recommendations for board action will come only through the Committee.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

Communication with the membership will pass from the chair to the Membership and Communications Manager. The chair may designate a Committee member to handle communications and will inform the Membership and Communications Director of that designation.

12. What types of decisions is your group authorized to make?

The Policy and Governance Committee makes decisions about its meeting dates and agenda, Right Relations guidelines, Annual Report, recommendation to the Board, preparation or delegation of required draft policy documents, and communications

among Committee members and with the BOT, affected Staff, other East Shore groups, and the congregation. The Board may delegate additional decision-making authority if it so chooses.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

The Policy and Governance Committee will make recommendations when they:

- Assist the Board in performing its annual review as directed.
- Conduct periodic reviews of committee and team charters.
- Review proposals for new policies or changes in policies and send them to the board in a timely manner.
- Prepare or delegate preparation of draft and final policy documents as required in a timely manner.
- Develop or revise written processes for new policies or revisions. These processes may become part of ESUC policy.
- Propose changes to the committee's charter.

At the BOT's discretion, the BOT may perform an annual review of the committee and make recommendations for how the Committee does its work or to make changes to this charter.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

N/A

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The Policy and Governance Committee will be a standing committee of the BOT and will serve indefinitely until the BOT decides to disband it.

Section D: Finances

1. Will your group present a budget proposal to the Budget Team next year?

No. The Policy and Governance Committee has no expected needs for church funds. The Committee will submit requests for budget through the annual budget process if it

identifies anything that might use church money (for example an outside governance consultant).

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

N/A

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

N/A

4. What kind of decision process exists for how money is used?

Same as decision process described in Section C Number 6 above.

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

Financial actions by the committee will pass from the chair through the Director of Finances and Operations (DFO). The chair may designate a Committee member to handle Committee finances and will inform the DFO of that designation

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

N/A

Approved by the Board: October 16, 2018