Governance Committee Charter – Approved November 14, 2017

Purpose:
The Governance Committee assists the Board by facilitating communication related to governance matters. The Committee evaluates Governance and Ministry as required by the Board Policy and any written agreements with the Minister.

Membership:
The Governance Committee consists of 3 members elected by the congregation to serve three-year terms. A chair is chosen by the Committee members. A quorum is 50% of the committee membership. One person rotates off the committee each year to assure continuity.

Commitment:
Members commit to participate for at least one three-year term and may serve up to two (2) terms. Members are expected to attend a majority of Governance Committee meetings each year. Members sign a conflict of interest and confidentiality agreement annually.

Responsibilities:
The Governance Committee is ultimately responsible to the Congregation. The Committee must always be sensitive to the appropriate involvement of the Fellowship in any its decision making, actions, or communications.

The Governance Committee:
• Commits to the study of governance issues.
• Conducts required evaluations of the Minister in accordance with the Unitarian Universalist Ministers Association.
• Provides annual governance orientation sessions for new and returning Board members.
• Facilitates an annual self-evaluation of the Board based on goals set at the fall strategic planning session.
• Evaluates the Congregation’s ministries at least every five years.
• Advises the Board on questions of governance, polity and process.
• Reviews the Cascade Unitarian Universalist Fellowship Bylaws and Policies annually.
• Assists the Board with committee structure and charters.
• Works with the Fellowship’s committees and teams to develop policy for Board approval.
• Performs governance related tasks assigned by the Board.

Reporting and Review:
• Reports to the Board of Trustees.
• Provides reports to the Board on their activities.
• Prepares and submits an annual plan with budget in February of each year.
• Submits a detailed report to the membership at the Annual Congregational Meeting. The Board reviews and evaluates the Governance Committee’s activities annually.