

<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Charter: Music Committee</b> Principal Author: A. Moore	<b>Document No: CH.004.00</b> <b>Page 1 of 4</b>
Approved by:	Board of Directors: Linda Randolph	Signature: <i>Linda Randolph</i> Date: 6/24/12
Approved by:	Chief of Staff: Rev. Chris Buice	Signature: Date:

#### **A. Purpose of the Charter**

This charter describes the membership and responsibilities of the Music Committee of TVUUC that will, in concert with the Music Director (MD), drive the development and implementation of the Music Program

#### **B. Authority**

The Music Committee operates under the authority of the Executive Team (ET).

#### **C. Scope**

The Music Committee task is to provide assistance and input for the TVUUC Music Program, assisting the MD in implementing the Program's plans, programs and activities.

#### **D. Membership** – Membership in the Music Committee is as follows

1. A chairperson selected from among the Committee's members.
2. The Music Program Director
3. At least 4 other members of the congregation representing a blend of talents and points of view
4. The committee will recruit new members who will be new expected to serve three-year terms on a staggered basis.

#### **E. Responsibilities of the Music Committee** –The Music Committee is responsible and accountable to the ET for all aspects of the described activity including the following

##### **Program Planning:**

1. The Music Committee will assist the MD in developing an annual program of activities for the Music Program, consistent with budgetary realities.
2. As a part of annual program development, the Committee and MD will set goals to be attained during the year, and monitor their attainment.
3. The Music Committee, together with the MD, will annually review the five-year Plan for the Music Program and make adjustments as needed, so that it will always have a 5 year horizon.

4. The Music Committee chair and MD will prepare an annual report to be presented to the Executive detailing Program accomplishments, including numbers of choir members, activities, children participating etc.

#### **Budgeting/Funds Allocation**

1. The Music Committee will assist the MD in developing an annual budget request to be submitted to the Finance Committee, usually in December.
2. The Music Committee will monitor expenditures by the Music Program and together with MD, make adjustments in line item allocations if needed.

#### **Congregational Input**

1. All members of the Music Committee will be attentive to congregational comments regarding the Music Program, and passing those comments, favorable or otherwise, to the MD and Music Committee when appropriate.
2. The Music Committee will conduct a survey every three years of congregational opinions regarding the Music Program and its implementation.

#### **Policy Making**

1. The Music Committee will assist the MD in preparing policies and procedures that affect the implementation of the Music Program, and seek approval from the Board of Directors and the Executive Team as appropriate.

#### **Event/activity organization/coordination**

1. Music Committee members will assist the MD in ensuring that all Music Program events and activities are organized and implemented successfully. This means that members will need to take on occasional roles as an event coordinator, guest musicians assistant, publicity organizer, ticket takers, music library organizer, etc.

#### **Staff Evaluation**

1. The Music Committee will assist the Senior Minister and Personnel Committee in carrying out the annual staff evaluation, by providing input regarding the MD's

<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Charter: Music Committee</b>	<b>Document No: CH.004.00 Page 3 of 4</b>
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Job Performance. It should be understood that evaluation should be an ongoing process and that a report should encompass recommendations already communicated to the MD.

**F. Responsibilities of Music Committee Members**

1. To attend all meetings or, if unable to attend, inform the chairperson in advance. Arrive on time and be prepared for any previously assigned action items or assignments.
2. To participate in open and candid debate.
3. To accept assignments as necessary to advance the work of the Music Committee
4. To speak in one voice outside of the Music Committee meetings.
5. To hold self and others accountable for all proposals.

**G. Direction and Control**

1. The Music Committee operates under the direction of the Executive Team and, as such, will provide periodic updates as to their progress including the identification of any barriers or challenges that have arisen.
2. The chairperson is responsible for fostering an environment that encourages constructive debate of all proposals; ensuring that conflicts are focused on content and not individuals, encouraging everyone to participate and keeping the Committee on task
3. The Music Committee can and should, where appropriate, delegate specific tasks to other individuals or groups but the Music Committee cannot delegate its accountability for getting results.
4. The Music Committee will work collaboratively with the MD in all aspects of the Music Program, and represent the Program when needed at the Program Council, Board of Directors, Personnel, Finance, Long Range Planning and other church committees. It is expected that the Committee will act as an essential contributor to Music Program development and implementation.

**H. Decision Making Process**

1. The Music Committee will utilize consensus as the primary decision making method.

<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Charter: Music Committee</b>	<b>Document No: CH.004.00 Page 4 of 4</b>
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2. No critical decisions will be made without every member having the chance to weigh-in.

3. The MD is recognized as the person who is ultimately accountable for the Music Program, and thus will make final decisions regarding its development and implementation

**I. Meeting Frequency and Duration**

1. The Music Committee will generally meet monthly but can meet more or less frequently if it is deemed necessary.