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| Tennessee Valley Unitarian Universalist Church | Charter: Building & Grounds Committee Principal Author: C Pressley | Document No: CH.008.00 Page 1 of 4 |
| Approved by: | Board of Directors: Jeff Kovac | Signature: Date: |
| Approved by: | Chief of Staff: Rev. Chris Buice | Signature: Date: |

A. Purpose of the Charter

This charter describes the membership and responsibilities of the Building and Grounds Committee of TVUUC that will, in concert with the Director of Administration, implement those actions needed to maintain and improve TVUUC building facilities and grounds as well as the operations needed to support this effort

B. Authority

The Building and Grounds Committee operates under the authority of the Executive Team (ET) but reports to and coordinates with the Director of Administration.

C. Scope

The Building and Grounds Committee’s task is to serve as the congregation’s responsible body for ensuring that TVUUC’s building and grounds are adequately maintained and that they represent the wishes of the Congregation. It will actively coordinate with the Director of Administration in determining priorities and assisting him/her in implementing the Program’s plans, programs and activities. The Committee will also collaborate with other church entities in carrying out its responsibilities.

D. Membership - Membership in the Building and Grounds Committee is as follows

1. A chairperson selected from among the Committee’s members.
2. The Director of Administration, as an ex-officio member.
3. At least 4 other members of the congregation representing a blend of talents and points of view. At least one member will be largely responsible for grounds maintenance.
4. Members will be expected to serve for a minimum of 2 years. There are no term limits for this committee.
5. The Board will assign a liaison to this committee.

B. Responsibilities of the Building and Grounds Committee–The Building and Grounds Committee is responsible and accountable to the ET for all aspects of the described activity including the following:

Program Planning:

1. The Building and Grounds Committee will assist the Director of Administration in developing an annual program of activities for the maintenance and improvement of TVUUC's facilities and grounds, consistent with budgetary realities.
2. As a part of annual program development, the Committee and Director of Administration will set goals to be attained during the year, and monitor their attainment.
3. The Building and Grounds Committee will prepare and frequently update a plan for maintaining TVUUC's building and grounds. The plan will include all activities needed to keep TVUUC facilities, furnishings and grounds in acceptable condition, both from a functional as well as esthetic perspective.
4. The Building and Grounds Committee, together with the Director of Administration, will annually review the Building and Grounds Maintenance Plan and make adjustments as needed, so that it will always have a 5 year horizon.

Budgeting/Funds Allocation:

1. The Building and Grounds Committee will assist the Director of Administration in developing an annual budget request to be submitted to the Finance Committee, usually in December.

Congregational Input

1. All members of the Building and Grounds Committee will be attentive to congregational comments regarding the state of the TVUUC facilities both outside and inside, and pass those comments, favorable or otherwise, to the Director of Administration and to the rest of the Building and Grounds Committee when appropriate.
2. The Building and Grounds Committee will consult with relevant members of the Congregation before making final decisions regarding major changes in the facilities and grounds.

Policy Making

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1. The Building and Grounds Committee will assist the Director of Administration in preparing policies that affect the implementation of maintenance and improvement activities, and seek approval from the Board of Directors for those policies.

Event/activity organization/coordination

1. Building and Grounds Committee members will assist the Director of Administration in ensuring that activities related to the maintenance and improvement of the facility and grounds are organized and implemented successfully. This means that members will need to take on occasional roles as activity coordinator or implementer.

Staff Evaluation

1. The Building and Grounds Committee will assist the Senior Minister and Personnel Committee in carrying out the annual staff evaluation, by providing input regarding the Director of Administration's Job performance. It should be understood that evaluation should be an ongoing process and that a report should encompass recommendations already communicated to the Director of Administration.

F. Responsibilities of Building and Grounds 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 Building and Grounds Committee.
4. To speak in one voice outside of the Building and Grounds Committee meetings.
5. To hold self and others accountable for all proposals.

G. Direction and Control

1. The Building and Grounds Committee operates under the direction of the ET 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 Building and Grounds Committee can and should, where appropriate, delegate specific tasks to other individuals or groups but the Building and Grounds Committee cannot delegate its accountability for getting results.
4. The Building and Grounds Committee will work collaboratively with the Director of Administration in all aspects of the program, and represent the program when needed at the ET, 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 Building and Grounds development and implementation.

H. Decision Making Process

1. The Building and Grounds Committee will utilize consensus as the primary decision making method.
2. No critical decisions will be made without all members having the chance to weigh-in.
3. The Director of Administration is recognized as the person who is ultimately accountable for the maintenance and improvement of TVUUC facilities and grounds and thus will make final decisions regarding its development and implementation.

I. Meeting Frequency and Duration

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