

Tennessee Valley Unitarian Universalist	Charter Leadership Team Charter	Document No: CH-021-01 Page 1 of 2
Approved by: TVUUC Board		9/4/19
President, signature & date		Denise Coleman 9/4/19
Sr. Minister, signature & date		

Purpose of the Charter

<p>The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive; Yes X No If "No", the Board retains authority to approve associated procedures.</p>	
Approved by: TVUUC Board	Date Approved

A. Purpose of the Charter

This charter describes the membership and responsibilities of the Leadership Team of TVUUC.

B. Authority

This Leadership Team was established in accordance with the church bylaws. The Leadership Team ultimately answers to the Board. The work of the Leadership Team is to support the President in setting the agenda for Board meetings, and to assist the Executive Team in making decisions of importance for the church.

C. Scope

The Leadership Team is charged with meeting at least monthly in order to help the President set the agenda for the next board meeting. It is charged with assisting the Executive Team in making decisions of importance for the church. It is charged with assisting other members of the team concerning important decisions that affect their official responsibilities.

D. Membership

The Leadership Team shall consist of the President, the President-elect, the immediate past President, the Program Council Chair, the Program Council rising Chair, Treasurer, Treasurer-Elect, Sr. Minister, Director of Administration and the Director of Lifespan Religious Education.

E. Responsibilities of the Leadership Team

1. The Leadership Team is responsible for assisting the President in setting the agenda for Board meetings, to assist the Executive Team and to act as a clearinghouse for issues of importance to the church.
2. The Leadership Team is responsible for workshops on Leadership Development and for appointing church leaders to run such workshops.
3. The Leadership Team is responsible for selecting and recruiting Chairs of the Stewardship Team, the annual Auction, and Rummage Sale.
4. The Leadership Team is responsible for recognizing Volunteers during Sunday Service as needed.

F. Responsibilities of the Leadership Team Members

1. Be responsible about attending meetings so that the committee can function.
2. Participate in open and candid discussion.
3. Accept assignments as necessary to advance the work of the Team.
4. Speak with one voice when disseminating information outside of Leadership Team meetings.
5. Maintain appropriate confidentiality concerning church members.

G. Decision Making Process

The Leadership Team will utilize consensus as the primary decision-making method. Should the group reach an impasse on any significant issue, the issue will be presented to the Board if necessary.

H. Meeting Frequency and Duration

1. The Leadership Team will meet once a month or as needed on a day determined by the Leadership Team prior to the scheduled Board meeting.
2. Leadership Team meetings will last between one and two hours