

## **Leadership Development Committee Governing Instrument**

### **Plan of Operation**

The UUFCO Leadership Development Committee (hereafter, the “LDC”) shall consist of a minimum of four and a maximum of six voting members, all of whom shall be active members of UUFCO. All members shall be elected by the Congregation. The minister shall be a non-voting, ex-officio member of the LDC. Except as herein limited, the term of each member shall be three years. No member shall serve more than two consecutive three-year terms. After a lapse of one (1) year, former LDC members may be reelected.

In the event of a vacancy of an elected position on the committee, the LDC, with the advice of the Minister, shall appoint a congregation member to fill the vacancy until the next annual meeting of the Congregation, at which the Congregation, following electoral procedures for other Fellowship officers, shall elect a member to complete the term of the vacancy.

The LDC shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fellowship. A quorum shall consist of three members and a majority of those members present and voting shall carry any motion or resolution.

### **Duties of the LDC and LDC Officers**

The LDC is responsible for:

1. Identifying and making available resources and support that will nurture and grow the long-term health and vitality of our volunteers who take on all levels of responsibility in order to fulfill our mission as a congregation;
2. Planning and executing Leadership Collaborative workshops at least twice per year
3. Proposing to the congregation all nominations for all elected positions including, but not limited to, the Board, the LDC (with the advice of the minister), and the Endowment Committee;
4. Proposing all interim nominations;
5. Providing leadership resources for the Board, as requested.

The LDC shall elect from its membership a chairperson and a secretary. The length of terms for these officers shall be determined by the LDC. The responsibilities of these persons shall be as follows:

The Chairperson, or person designated by the Chairperson, shall preside at all LDC meetings, and shall provide an annual report to the Congregation.

The Secretary shall maintain complete and accurate minutes of all meetings of the LDC, redacting sensitive member information, shall supply a copy thereof to each member of the LDC, and make them available to the congregation. The Secretary shall provide quarterly reports to the board.

## **Conflicts of Interest Statement**

A "conflict of interest" is any actual or potential situation in which an individual's close relationship to another party would make it difficult for the individual to be unbiased in carrying out his or her obligations to the Congregation.

A "close relationship" is one of the following:

1. A relationship with a spouse or domestic partner; parent or child; sister or brother; aunt, uncle, niece, or nephew; or the spouse of any of these persons; or
2. Any other close family, intimate personal, professional, or business relationship that might cause a conflict of interest as it pertains to the nominations process.

If any member of the LDC has a close relationship with any member set forward for nominations, that LDC member must do the following:

1. Give notice to the committee, to be acknowledged in the minutes, and;
2. Recuse themselves from all discussion and voting on that nominee

## **Annual Reporting**

The LDC shall provide an annual report to the Congregation in advance of the Annual Meeting. This report shall include the accomplishments of the LDC for the past twelve months and the plans for the next twelve months. The topics to be reported shall include its activities with regard to nominations, nominations process, and Leadership training activities.

Nominations for any elected positions at UUFCO will be given to the congregation in accordance with Article 5.04.

## **Relationship with the Board**

The LDC and the Board shall commit to the following working relationship.

The personnel member of the Board of Trustees shall serve as a liaison to the Leadership Development Committee. The associated duties of the Personnel Member will be as follows:

1. To maintain a line of communication between the Board and the LDC.
2. To attend specific LDC (member vacancy) meetings on an ad hoc basis as identified by LDC chair and Board President.
3. To convey to the LDC the wishes of the Board regarding skills and abilities of those to be nominated to elected offices.

The Board, Minister, and LDC will meet at least twice annually; once before nomination season begins to discuss the needs of the Fellowship and priorities of the

Board, and once after completion of the nomination process to review the slate of nominees.

The Board, Minister and the LDC will review the success of this relationship after 12 months, and a completed round of nominations and elections, to determine the success of the process and the need for any amendments to this governing instrument.

**Amendments**

This Governing Instrument may be altered or amended by a majority vote of the LDC followed by approval of the Board of Trustees.

**2019/20 Budget Request for Social Justice Committee**  
**March 2019**

<b>Activity</b>	<b>Justification</b>	<b>2018-19</b>	<b>2019-20</b>
Bethlehem Inn	Disposable plates for serving dinner	60	60
Climate Change	Banners, tables at marches, etc.	80	100
Wildcat Wizards Tutoring	Games additions/replacements, paper supplies for our 2 parties, and a gift card for our school liaison as thanks	175	200
Fireflies	Seed money for fundraising, including sample book bags, T-shirts for volunteers samples of extras to put in bags, etc. (Total program costs \$12,500)	300	2000
Neighbor Love	Coffee and hospitality for meetings hosted at UUFCO	80	100
Pride Table	Cost set by organizers	100	100
Invited speakers and workshops	Honoraria, fees	250	250
Interfaith Homeless Outreach and Casework	Share of salary and expenses (based on 8 churches)	---	2500

**Total      1045      5250**