

UUSJ Committees and Duties

Standing Committees

1. Development Committee:

Catherine (Kay) Scott
Bo Hammond, consultant*
John Gubbings

1 open position

**may need to be nominated for an At-Large position to the Board as Board membership is required by the Bylaws for Standing Committee members.*

- a. Recommend to the board fundraising policies and programs in support of objectives established by the Board to carry out the work of UUSJ.
- b. Oversee the Social Justice Awards Gala.
- c. Implement fundraising programs.
- d. Implement donor development programs including membership renewal efforts.
- e. Maintain contact with and encourage inactive member congregations to participate in UUSJ activities.
- f. Develop orientation materials for new representatives and member congregations.
- g. Actively seek additional members among National Capital area UU congregations.
- h. Actively pursue reactivation of a member congregation that has consistently not fulfilled its responsibilities to the UUSJ. If after one year, this congregation has not responded to these attempts, recommend in writing to the Board of Directors, that UUSJ membership of this congregation be severed.

2. Executive Committee:

Al Carlson, Co-Chair
Lavona Grow, Co-Chair
Bill Alsmeyer-Johnson, Secretary
John Gubbings, Treasurer
Pat Karlsen, At Large

- a. Act for the board and carry on the business of UUSJ in the interval between board meetings promptly.
- b. Present the proceedings of the committee to the board for approval.

3. Finance Committee:

Mike McCord
John Gubbings, Treasurer, non-voting member
Ethel Gilbert

1 open position

Membership cannot overlap the Audit Committee.

- a. Oversee all financial activities.
- b. Submit a budget of anticipated revenues and expenses for approval at the board of trustee meetings.
- c. Review requests for funds for new UUSJ-related endeavors.
- d. Annually prepare financial information for use by the UUSJ and member congregations in determining their financial needs.

4. Nominating Committee:

Nancy Sorden, chair
Pat Karlsen
Terrie Barr, consultant

1 open position

- a. Nominate only those persons who have agreed to have their names put forward for election.
- b. Prepare a slate of nominees for officers to be announced at the annual board meeting and voted upon.
- c. Nominate candidates for officers and at-large members on the Executive Committee and members of the standing committees.
- d. Work with the Executive Director to fill all committee positions.
- e. Recommend for election persons who meet the criteria for At Large Representative .

At-Large Board Members

Hal Fuller
Lavona Grow
John Gubbings
Lisa Johnson-Firth
Pat Karlsen
Mike McCord

Special Committees

5. Advocacy Oversight Group:

Lavona Grow
Pat Karlsen
Al Carlson, consultant

1 open position

6. Audit Committee:

Ed Kringer, Chair
Ed Cochran

1 open position

Membership cannot overlap the Finance Committee.

- a. Selects own committee members.
- b. Conduct audit by members according to DC non-profit regulations.

7. Communication and Outreach Committee:

a. Information Technology

Bill Alsmeyer-Johnson
Lavona Grow
Kiley Mitti, paid consultant

b. Outreach

Marilyn Hathaway
Lisa Johnson-Firth
Nancy Sorden

The committee is responsible for the oversight of the following:

- a. Be responsible for the oversight of the publication and distribution of the UUSJ E-news newsletter.
- b. Work with Administrator to ensure that the Directory of member congregations, representatives and liaison persons is current.
- c. Furnish publicity materials about UUSJ activities to member congregations and to the community as needed.
- d. Maintain a file of notices about the UUSJ found in the news media.
- f. Gather information, pictures, news, etc. from various sources for use in our newsletter and website.
- g. Maintain contacts with congregations to publicize their activities.
- h. Publish information on upcoming meetings and events of interest to UUSJ members.
- i. Oversee the information technology needs of UUSJ and development and maintenance of the website.

8. Program Committee:

Pat Karlsen, chair
Marsha White
Nancy Boardman

9. Social Justice Awards Gala Committee:

Terrie Barr, co-chair
Pat Karlsen, co-chair
1 person selected at the time for Nomination review and Award selection only

10. Strategic Plan Implementation Committee:

Steve Buckingham
Hal Fuller

Other Committees

Bylaws and Standard Operating Procedures Committee

To be determined

Issue Task Forces

Immigration Task Force:

Hal Fuller
Judith Johnson
Dean Wanderer
Lisa Johnson-Firth
Emma Sue Gaines-Gerson
David Strauss