

# **Finance & Stewardship Committee Charter**

## **1. The charge of the Finance & Stewardship Committee**

The Finance & Stewardship Committee is charged with advising and assisting the Board of Trustees in its oversight of the financial health, financial operations, and the stewardship of the UU FCC. The Committee will coordinate all financial and stewardship activities, including those of the Endowment and Directed Gifts Committee and the Annual Pledge Campaign Team.

## **2. How the Finance & Stewardship Committee shall be formed**

The Committee shall consist of 3-5 voting members of the congregation - the Treasurer, the Chair of the Endowment & Directed Gifts Committee, and 1-3 members with experience performing financial or stewardship duties. The Minister and the Financial Secretary serve as non-voting members. The Treasurer normally shall serve as Chair of the Committee.

## **3. Responsibilities of the Finance & Stewardship Committee include**

- Advise the Board of Trustees on all financial matters.
- Monitor the fiscal health of the congregation, including but not limited to all financial reports.
- Develop and maintain a coordinated stewardship program for the UU FCC, as directed by the Board of Trustees, and provide support to the Annual Pledge Drive team.
- Aid the Board of Trustees in ensuring that best financial practices are observed, including such things as periodic internal reviews of the UU FCC finances-
- Assist the Board in developing and updating financial policies.
- Draft an annual budget for the Board of Trustees's consideration.

## **4. Meetings**

The Committee meets monthly throughout the year. A majority of the members constitutes a quorum.

## **5. Decision-making**

The Committee shall seek to make decisions by consensus. In the event of disagreement, a vote will be taken. Decisions are made by majority rule of those members present.

## **6. Authority and accountability**

- The Board of Trustees authorizes the Committee to carry out the responsibilities outlined above.

- The Committee reports to the Board monthly through the Treasurer and to the congregation by a bi-annual report at the mid-year and annual congregational meetings.
- The Committee will uphold all policies approved by and direction given by the Board of Trustees.
- The Committee will uphold all decisions of the congregation at congregational meetings.

*[Approved by the Board of Trustees on December 9, 2020.]*