

# **Covenant Agreement**

## **Chair of UUFPP Endowment Committee**

**Summary:** The duties of the Endowment Committee are listed in the UUFPP Bylaws, Article X, Section 3.

These and additional responsibilities include:

- The EFC will act as custodian of the Endowment Fund.
- The EFC will promote the Endowment Fund and educate prospective contributors about the available means for planned giving.
- The EFC will actively solicit contributions to the Endowment Fund.
- The EFC will recognize significant contributors to the Endowment Fund, except when anonymity is requested by the donor.
- The EFC will file a record of an annual audit or review of the Fund, performed by a certified public accountant, or other appropriate person who is not an EFC member, with the financial records of the Fellowship.
- The EFC shall report on a quarterly basis to the Board of Trustees and, at each annual corporate meeting of the Fellowship, shall render a full and complete audited account of the administration of the Fund during the preceding year.

**Therefore, as Chair of the UUFPP Endowment Committee, I covenant to:**

- To ensure the Committee performs its required duties and responsibilities.
- To hold regular meetings and ensure minutes are taken of each meeting.
- To set goals for the coming year at the first meeting of the program year.
- To ensure the minutes and goals are accessible to the BOT and the Congregation.
- To provide status, on at least a quarterly basis, to the BOT and Congregation, regarding the progress towards meeting the Committee's goals.
- To provide an end-of-year report to the Congregation at the annual Corporate Meeting.
- Attend the Coordinating Council Meetings.

**Requirements:**

- Ability to organize committee meetings.
- Ability to track responsibilities of the committee.
- Basic computer skills and regular access to e-mail.
- Basic financial and investment knowledge.
- The ability to make tough decisions regarding the disbursement of Endowment funds.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_