

Covenant Agreement

Chair of UUFPP Finance Committee

Summary: The duties of the Finance Committee are listed in the UUFPP Bylaws, Article XI, Section 3. These and additional responsibilities include:

- Oversee all fund raising activities, including the annual member canvass.
- Develop the annual budget and present it to the Board of Trustees at the Board meeting preceding the Annual Corporate Meeting. It is expected that there will be regular communication with the Board such that any priorities or concerns of the Board are addressed. This also includes recommendations for annual compensation for staff in accordance, to the degree possible, with the guidelines published the Unitarian Universalist Association of Congregations.
- Reviewing the monthly financial statements and status of the operating budget.
- Prepare and mail a semi-annual financial report to the voting members of the Fellowship, one (1) of which will be the annual financial report included with the Report of the Annual Corporate Meeting.
- Educating the congregation on matters pertaining to the financial operation of the Fellowship.
- Provide oversight of the Rental Policy.
- Provide recommendations for the efficient handling of UUFPP finances.

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

- To ensure the Finance Committee performs its required duties and responsibilities.
- To recruit, with the help of others, people with interest in the Fellowship's financial affairs to serve on the Finance Committee.
- To schedule and hold monthly meetings of the Finance Committee to:
 - Review the monthly Treasurer's report and make recommendations to the Board, using the Treasurer or other Board-appointed liaison, to convey the recommendations.
 - Consult with and advise the Fund Raising Committee
 - Consult with and advise the Stewardship Committee
- Attend meetings of the Coordinating Council, ensuring especially that major fund raising and stewardship activities are not in conflict with other Fellowship activities or with each other.
- Attend meetings of the Rental Committee and assist in the setting of rental rates.
- Guide the preparation of an Annual Budget to be proposed, after consultation with the Board of Trustees, to the Annual Corporate Meeting.
- Ensure that adequate financial controls are in place, that the financial records are properly maintained and secured.

Requirements:

- Ability to organize committee meetings.
- Ability to track responsibilities of the committee on a month-to-month basis.
- Basic understanding of financial matters, budgeting and reporting.
- Basic computer skills and regular access to e-mail

Name _____ Date _____

Signature _____