

# **Covenant Agreement**

## **Chair of UUFP Membership Committee**

**Summary:** The duties of the Membership Committee are listed in the UUFP Bylaws, Article XI, Section 4. These and additional responsibilities include:

- Organize and promote activities which encourage membership growth and facilitate involvement of all members in the life of the Fellowship community.
- Maintain the official membership list to report to the UUA as required.
- Document attendance, verify voter eligibility and quorum at Corporate Meetings.
- Arrange for greeters and ushers on Sundays and other special services.
- Publish the annual member directory in February to correspond to the official membership list provided to the UUA.
- Orient new members to the UUFP.
- Ensure, through a working group, that caring activities are available.

**Therefore, as Chair of the UUFP Membership 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 on a month-to-month basis.
- Basic computer skills and regular access to e-mail.
- Ability to master the Fellowship Membership Database.

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

Signature \_\_\_\_\_