

## **Membership Committee Charter**

**Mission Statement:** The Membership Committee, in collaboration with the Director of Membership, grows and sustains TUCW's membership.

### **Goals**

1. Increase the number of visitors
2. Net increase in the number of members
3. Create a congregation-wide culture of welcoming visitors
4. Work independently and, where feasible, with other committees - specifically YRSC - to further engage members
5. Yearly goals will be set in consultation with the Director of Membership

### **Roles**

Chair:

- a. Drafts and circulates meeting agenda one week prior to meeting.
- b. Conducts meeting according to agenda.
- c. Follows up with individual committee members to ensure action items are done.
- d. Chair is limited to a two year term. A successor chair shall be designated a minimum of 6 months prior to the end of the current chair's term.

Minute Taker

- a. Takes minutes of each meeting
- b. Circulates minutes to committee ideally within three days but no more than one week after meeting.

Process Observer

- a. Monitors the conversation to ensure that it relates to the agenda item.
- b. Monitors the clock to ensure that the meeting moves along and ends within the 90-minute limit.

### **Responsibilities**

The Membership Committee is responsible for establishing a mutually respectful and productive working relationship with the Director of Membership.

Committee members shall:

- a. arrive at meetings having read the agenda and ancillary materials in advance
- b. sign up to work the welcome table a minimum of one Sunday per month
- c. participate in the work of attracting, welcoming, and orienting new members

### **Guidelines**

The Membership Committee meets monthly, year-round, with the Director of Membership.

Meeting Format:

1. The main work of committees happens outside of meetings. Meetings are for discussing concrete proposals and making decisions.
2. Each meeting is driven by agenda. A draft agenda is circulated one week in advance of the meeting and everybody has input into adding or removing items from the agenda. If something isn't on the agenda, it isn't discussed, but it can be added to the agenda for a future meeting.
3. Information relevant to each agenda item should be circulated in advance of the meeting. Before the meeting, every committee member reads the information, asks questions, and comes prepared to discuss and decide.
4. Every committee member is a process observer, and advises when the discussion strays from the agenda.
5. Each meeting includes lighting a chalice, opening words, brief reflection on opening words, check-in, moment of centering, comments from the director of membership, approval of the prior meeting's minutes, regular business, and then two check-outs: action items and process check out. During the action items check out, everybody shares what action items he or she has taken on. Imbalance corrected if one exists – everybody leaves the meeting with something to do. During the process checkout, everybody shares brief thoughts on the process of the meeting itself. Did we accomplish what we set out to accomplish with our agenda? Where did we get off track? How could the process be improved next time?
6. No meeting should last more than 1.5 hours from start to finish.

Record Keeping:           A) Minutes shall be kept of each meeting. The most important component of minutes are decisions made by the group and the list of action items arising from the meeting

Minutes shall be circulated within one week of the meeting and reviewed by all committee members to ensure accuracy. The minutes of the prior meeting shall be approved by vote at the beginning of each meeting.

B) A master list of action items shall be kept and updated after each meeting. The purpose of the master list is to have an easy way to review action items and follow-up to be certain that we are accomplishing that which we set out to accomplish.

**Accountability**

The Membership Committee is a committee of the Board and is accountable to the Board. The Board will determine a regular reporting schedule. The metrics we will use to determine success will be:

- a. Number of new members
- b. Number of Welcome cards filled out

**Reporting**

Once a year the Chair will draft a report of the Membership Committee's work over the past year, which shall be included in the annual report.