

The Unitarian Church in Westport, Connecticut Advocates for Prevention of Gun Violence Committee

Charter

Mission Statement:

The Advocates for Prevention of Gun Violence Committee is a grassroots committee of The Unitarian Church in Westport, Connecticut (TUCW), organized to educate and advocate for the prevention of gun violence. The committee welcomes participation from members of TUCW and non-members alike.

Goals:

- Mobilizing the congregation to advocate for passing legislation in the CT General Assembly that closes the loophole in Temporary Restraining Orders that allows for the possession of firearms.
- Partnering with Connecticut Against Gun Violence (CAGV) on education and advocacy to prevent gun violence.
- Investigating, and possibly recommending to the Board of Trustees that TUCW be a “gun-free” zone.
- Supporting federal legislation to prevent gun violence.

Roles: The Advocates for Prevention of Gun Violence Committee shall have a Chair, Minute Taker, and Process Observer.

The Chair shall:

- Prepare the agenda
- Facilitate monthly meetings
- Designate a minute taker at each meeting
- Invite a volunteer to prepare and read Opening Words for each meeting
- Ensure that agendas and minutes for each meeting and notices of upcoming events concerning gun safety activities and initiatives are distributed.
- Represent the Committee to the Church community
- Prepare an Annual Report
- The term of the Chair shall be one year with a one-year renewal

The Minute Taker shall:

- Take minutes and send a draft to the Chair within one week of the meeting
- Make corrections to minutes after review by the Committee
- Forward corrected minutes to the Chair to become part of the Committee’s record.

The Process Observer shall:

- Observe the meeting and report back to the Committee at the end of the meeting how it was conducted.

Responsibilities:

The Members shall:

- Respond to notices for meetings
- Volunteer for Committee projects and assignments
- Follow through on projects and assignments or seek a substitute to do so

Guidelines:

Meetings will be held once a month from September – June (July – August as needed)

- Minutes will be taken at each meeting
- Minutes will be prepared within a week following the meeting
- Agendas will go out to the members at least 5 days before the meeting

Communication:

- The Committee will publicize special events and activities through one or more of the following communication modes:
 - Announcements at Sunday Services
 - Order of Service
 - Faith in Action
 - Website
 - Sunday Foyer
 - Soundings
 - e-mail
 - facebook

Accountability:

A record will be kept documenting Committee meetings and activities during the year.

- In May or June the Committee will conduct a meeting to reflect upon its goals and assess the activities it conducted during the past year.
- This assessment shall include the adequacy of the Charter.
- The Committee will prepare an Annual Report to be submitted to the Director of Social Justice documenting its progress toward its goals and activities.