

BEACON UNITARIAN CHURCH
BOARD LIAISON RESPONSIBILITIES
(Revised May 2009)

A. BEACON CONSTITUTION REGARDING STANDING COMMITTEES

1. Chairs are Board appointments for a maximum of three (3) years
2. Committee members can be appointed by the Chair after consultation with Connections/Member Services
3. President and Minister are ex-officio members of all committees
4. Committees exist to carry out various church functions

B. ROLE OF LIAISON IS TO :

1. Be the communications channel between the committee and the Board
2. Monitor the health and well-being of the committee
3. Ensure the committee is operating according to its mandate (to be Board approved)
4. Facilitate the observance of established procedures re.
 - Bookings of the facility
 - Advertising of events
 - Impact on others, e.g. Mother's Day Tea impact on coffee hour

C. WHAT TO DO

1. Introduce yourself to the chair and committee and review your role
2. Attend meetings
3. Act as spokesperson for the committee's requests, concerns and activities
4. Receive meeting minutes (along with President, Minister and Board Secretary)
5. Provide written reports for the Board meetings (will be noted as received)
6. Put action items on the Board meeting agenda
7. Ensure that an annual report is made to the AGM (due end March, early April)
8. Budget submissions are made by September 26, and year' goals/activities should be provided to the Board by the Board's October meeting.