

Leadership Council Role and Responsibilities

Approved by UUCWI Board of Trustees, March 13, 2012

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Background: The UUCWI Leadership Council comprises all the committee leaders, principal staff (e.g., Minister, Director of Religious Exploration, Administrator, Music Director), and board members, each of whom serves as a liaison for at least one committee.

Purposes: The Leadership Council is *literally* a council of all UUCWI congregational *leaders*. It exists in order to:

- Foster sharing and consultation among committees
 - Promote appropriate collaboration between committees
- Identify and possibly resolve issues of responsibility between the affected parties, or define the issues for board consideration
- Provide visibility into the operations and governance activities of the congregation for enhanced coordination of activities, more effective functioning of the church, and to minimize lapses in meeting the congregation's needs. Promote a strong sense of *ownership of* and *connection with* the UUCWI mission and community.

Nature: This is a standing council.

Key responsibilities:

- Meet and communicate committee plans and progress as necessary to achieve the purposes outlined above
- Coordinate committee roles and responsibilities to ensure smooth interfaces (e.g., between membership and stewardship)
- Assist in involving and engaging new members in accordance with their interests and the congregation's needs
- Understand the annual budget and share responsibility for managing within it
- Assist the board as requested from time to time
- Identify and possibly recommend action on issues requiring board decisions
- Grow lay leadership capabilities
- Ensure that succession plans are in place for all committee leads
- Contribute to an annual report prepared in June by the convener

The convener of the Leadership Council shall be the Board of Trustees Vice President or alternate appointed by the Board of Trustees.