

Advantages of charters:

- Define mission of group: what is our mandate? What are we doing here?
- Allow you to focus/say no to distractions that prevent effectiveness
- Great recruiting tool; it is easy to invite people to join you when you know what you are doing and why
- Save you from having the same meeting over and over again
- Basis for evaluation and accountability

Components of a Committee Charter:

Mission Statement: what is the purpose of this group?

Goals: what do we hope to accomplish? These would change each year; should be established at the beginning of the year and used for self-evaluation at the end of the year.

Roles: define leadership and all essential roles, how are they chosen/assigned, succession planning)

Responsibilities: length of terms for leaders and members, expectations of members

Guidelines: meeting schedule and format, record keeping, reporting, communicating with congregation

Accountability: To whom are we accountable? (In a policy governance model the answer will always be either the Board or the Executive Team. Every committee is either a committee of the Board or of the Executive Team) How will we know if we are moving towards our goals?

Components of a Committee Charter

Mission Statement: (what is the purpose of this group?)

Goals: (what do we hope to accomplish? These would change each year; should be established at the beginning of the year and used for self-evaluation at the end of the year)

Roles: (define chair, other essential roles, succession planning)

Responsibilities: (length of term, expectations of members)

Guidelines: (meeting schedule and format, record keeping, reporting, communicating with congregation)

Accountability: (how will we know if we are moving towards our goals?)