

Greenville Unitarian Universalist Fellowship
Committee Charter
Furniture, Furnishings & Aesthetics, Committee

Approved by Program Council March 4, 2015

Approved by Board March 11, 2015

Mission:

To create an attractive, informative, dignified and welcoming environment for members, friends and visitors, and maintain the meaningful use of our facilities in order to further our mission and principles.

Qualifications for Chair:

Ability to work with diverse people and consider various opinions. Ability to organize. An eye for neatness, function and a pleasing environment.

Qualifications for Vice-Chair and Members:

Knowledge/skill in interior design, art, room function and organization would be helpful. Cross-over with experience on other committees such as Membership, RE, Buildings & Grounds may be helpful.

Overall Responsibilities:

To organize and beautify our space, coordinate selection and placement of furniture and furnishings, and provide guidance in use and care of it to ensure that the Fellowship, individuals and guests are good stewards of our resources. Any addition, change or removal of furniture, fixtures, accessories or any item attached to the floor, walls or ceilings must be first approved by this committee. This committee may establish a sub-committee to manage temporary art exhibits.

Functions:

1. Committee chair is a member of the Program Council and participates in their monthly meetings.
2. Recruit, select, train and work with committee members.
3. Work closely with other committees, leadership and staff as appropriate to coordinate efforts.
4. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee.

5. Develop and recommend an annual budget to accomplish the committee's work.
6. Work within the allocated budget to be a good steward of the resources.
7. With input from the various users of the space and in coordination with Fellowship leadership, develop an understanding of and statement for the purpose and function of rooms and spaces (including storage areas) in the Fellowship buildings.
8. Review proposals and make decisions related to aesthetics regarding paint colors, wall treatments, floor coverings, signage, window coverings and artwork. Help to develop and maintain a pleasing and cohesive palette of color and style throughout the facilities and grounds.
9. Inventory artwork owned by the Fellowship. Considering the function and purpose of the space, determine placement of art and oversee installation.
10. Review suggestions and make decisions regarding furniture placement and fixtures in each space. Considering function and purpose of the area as well as coordination of décor and style throughout the facility, arrange furniture. Ensure that diagrams showing the arrangement of furniture are available so that furniture may be returned to proper place if rearranged.
11. Assist the Fellowship Administrator and DLRE with decisions related to assignment/usage of rooms.