

# Greenville Unitarian Universalist Fellowship

## Committee Charter

### Ways & Means Committee

Replaces "Ways & Means" dated April, 2003  
Approved by Program Council June 3, 2015  
Approved by Board June 10, 2015

#### **Mission:**

To raise funds for the operating budget of the Fellowship apart from the annual pledge drive.

#### **Qualifications for Chair:**

The Chair & Vice-Chair should have a combined tenure as GUUF members of at least two years.

#### **Qualifications for Vice-Chair and Members:**

Members should be prepared for hands-on work.

#### **Overall Responsibilities:**

To coordinate and oversee all Ways and Means events which are designated in the budget as income items. This includes setting dates for events, and either directly planning and executing or overseeing a committee to plan and execute the event. Tasks may include soliciting volunteers, arranging vendors, setup, cleanup, revenue/cash management, publicizing the event, and creating enthusiasm for participation in the event themselves, etc.

#### **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. Plan, schedule, organize and execute the Annual Auction.
8. Plan schedule, organize and execute one additional fundraiser which might include the No-Talent Talent Show.
9. Embrace the Renaissance Faire committee as a division/sub-committee of Ways & Means, making sure that the Renaissance Faire fits within the larger scope of Ways & Means.
10. Consider and make decisions regarding the selection and implementation of other fundraising events (concerts, raffles, etc.), ensuring minimization of distracting or competing fundraising efforts.
11. Assist with communication of and adherence to the Fellowship's policy regarding fundraising which prohibits committees other than Ways & Means, or any group or individuals from conducting fundraising. (CYRE is exempt from this policy for their travel and social activities.) Policy also ensures that all proceeds from fundraising go directly and only to the general operating fund, unless otherwise approved in advance by the Board. No committee, group or individual may conduct fundraising efforts for special items or purposes.