

## **Process Description Bunny Clarke Leadership Fund**

Process Owner:

VUU Special Funds Committee

Goal of Process:

- Define the fund.
- Maintain the Fund.
- Track the Earnings.
- Disburse the Earnings.
- Define Appropriate Use of Earnings.

Process Definition:

- The fund shall be established by donations to the Special Funds Committee from Bob Clarke in memory of Bunny Clarke. The purpose of the fund shall be to earn money that will be used to develop and maintain good leadership skills in the congregation.
- The Special Funds Committee shall establish the fund using stocks that provide a consistent dividend each month regardless of value fluctuation in the stock itself.
- The Special Funds Committee shall track the earnings each month.
- Each year, the Special Funds Committee shall total the earnings for the previous year and publicly present this to the Board president.
- The period of accumulation is February 1 to January 31. Presentation of the money shall occur as soon as possible after the end-date.
- The earnings shall be spent by VUU solely for leadership development. If any money remains unspent after one year, it shall be carried over to the following year and spent at that time.

Constraints:

- Acceptable forms of leadership development on which the money shall be spent include the following items (prioritized in the order shown):
  1. Official UUA or PSWD leadership development training
  2. Official UUA or PSWD workshops or conferences that expand knowledge and awareness of VUU leaders.
  3. Online, CD-based, or distance learning classes for VUU leadership
  4. Purchased books, CDs, DVDs, or videos that add to leadership knowledge and support the leadership of VUU
- A VUU leader shall be defined as any member of the program staff, Board, major committee (or an aspiring member of same) who will benefit from the training.
- Room, board, and travel expenses shall not be covered by this fund unless it is included in the fee and cannot be separated from the actual training expense.

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- In the event that there are more leaders seeking training than the proceeds of the fund can cover, the money shall be divided evenly among the attendees (and the attendees shall pay the difference themselves).
- In the event that the only training available or the only leaders able to attend training do not meet any of the above criteria, the Board (or Leadership Development Team, if one exists) shall determine applicability of the training. The money may be saved until a following year if better training is available then.
- It is not necessary that the money be spent each year, but it is advised that training be performed annually to ensure the best possible leadership skills in the congregation.
- Once the money has been presented to VUU, it is the responsibility of the financial administrator to track the disbursement. In January of each year, the financial administrator shall send a report to the Special Funds Committee indicating how the money was spent and if any is remaining for use the next year.

### **Amendments to This Process:**

This process shall only be updated by a vote of a majority of the Special Funds Committee members. Suggested amendments may be submitted by anyone to the committee for consideration.