

Charter for the Facilities Committee of Valley Unitarian Universalist Congregation Board

I. Purpose and Overall Responsibility

The Facilities Committee is chartered, appointed by, and reports to the Board of Trustees. Staff in this document refers to full or part time non-ministerial employees of VUU. The purpose of the Facilities Committee is to:

1. Regularly inspect the interior and exterior of all buildings and property of VUU.
2. Develop and maintain a list of landscaping, repairs, and maintenance needed.
3. Create and distribute a list of needs and recommend priorities to the staff, Board, and Finance Committee of VUU, at least quarterly.
4. For tasks requiring professional workers, may assist with researching possible vendors and present a list of at least three (3) bids to the appropriate entity in priority order.
5. Once work by vendors has been approved and scheduled, may assist with the inspection of said work periodically and when complete.
6. When required, and possible, Facilities shall recruit volunteers to perform maintenance tasks that do not require professional intervention and participate in those volunteer activities.
7. For tasks able to be completed by volunteers (including cleaning), recruit volunteers, schedule a work date, participate in the work, inspect completed work, and notify appropriate entity of completion. Celebrate victories!
8. Maintain policies and procedures for facilities management in accordance with VUU Bylaws, Board Policies, and specific Board directives to the Facilities Committee.
9. Provide semi-annual updates during the Board's regular meetings on the current year and longer-term budgeting needs of the VUU campus.
10. Provide oversight of the VUU property reserve fund.
11. Prepare an annual report to be included in the written report to the Congregation for the annual meeting.
12. Perform other duties as assigned by the Board.

II. Composition

1. The Facilities Committee shall consist of three (3) to seven (7) members approved by the Board of Trustees.
2. An effort shall be made to find members that have building maintenance/grounds maintenance to assist in upkeep of our buildings and grounds.
3. Facilities Committee members shall serve for two (2) years. There are no term limits for Facilities Committee members, and any member who wishes to remain on the committee may request that the Board reappoint them for another term.
4. Members of the Facilities Committee serve at the discretion of the Board of Trustees and may be removed by the Board of Trustees at any time for any reason.

III. Vacancies

1. In the event of a vacancy on the Facilities Committee, the Committee shall recommend a replacement to the Board of Trustees for approval.

IV. Meetings

1. The Facilities Committee shall meet monthly and more frequently as deemed necessary.
2. Facilities committee meetings will generally be open unless a majority of members present move to go into executive session as per Roberts Rules of Order.
3. A quorum shall consist of a majority of the members.
4. A majority of members present shall carry any motion or resolution.

V. Committee Structure

1. At the first meeting after June 30th of each year, the Facilities Committee shall elect a chairperson from its membership, along with a Recording Secretary. If the Committee has no chair, a convener shall be selected for that meeting.
2. The chairperson shall preside at all Facilities Committee meetings or may designate an alternate in their absence.
3. The Recording Secretary shall make notes of all meetings of the Facilities Committee and supply a copy thereof to each member of the Committee and to the President of the Board of Trustees.

VI. Funding

1. The Facilities Committee will be responsible for making any committee budget requests.

Board Approved March 28th,, 2024

Legislative History: Initial Version 3/28/2024