

Charter for the Assessment Committee of Valley Unitarian Universalist Congregation

I. Purpose and Overall Responsibility

The Assessment Committee is chartered, appointed by, and reports to the Board of Trustees. The purposes of the Assessment Committee are to:

1. Develop and maintain an assessment policy for the Congregation.
2. Develop a general plan of assessment that can be applied to each ministry/program.
3. Address VUU's contractual obligation with its Sr. Minister: Section 1.2.6 "The Board and the Minister will monitor and nurture the health of the Congregation's ministries through regular assessments."
4. Participate in ministerial performance assessment processes as requested by the BoT.
5. Provide Assessment Committee reports as listed in Board Policy's Appendix B: Chart of Regular Monitoring Reports. (Currently those are listed as an Annual Congregational Survey and a Leadership Assessment).
6. Present assessment project findings to the Congregation, Staff, and Sr. Minister at regular intervals.
7. Report committee activities and results to be included in the Congregational Annual Report.

II. Composition

1. The Assessment Committee shall consist of five to nine members, approved by the Board of Trustees.
2. At least two members should be from the Board, and one from the Committee on Shared Ministry. The remaining members should be recommended by the Board, Committee Members, CSM, and/or the Sr. Minister.
3. Assessment Committee members shall serve staggered two-year terms unless otherwise agreed upon. Any member who wishes to remain on the committee may request that the Board reappoint them for another term. A member may serve up to six consecutive years. A two-year hiatus is required before they may serve on the committee again.
4. Members of the Assessment Committee serve at the discretion of the Board of Trustees and may be removed by the Board at any time for any reason.
5. The Sr. Minister has ex-officio membership with the committee.

III. Vacancies

1. In the event of a vacancy, the Committee will recommend a replacement to the Board.

IV. Meetings

1. The Assessment Committee shall meet monthly as needed and more frequently as deemed necessary.
2. Committee meetings will generally be open unless a majority of members present move to go into executive session, as per Roberts Rules of Order. Confidential data results discussions will always occur in executive session.
3. A quorum shall consist of a majority of the members.
4. A majority of members present shall carry any motion or resolution.

5. The committee will rely on Roberts Rules of Order if disagreements arise in accomplishing committee duties.

V. Committee Structure

1. At the first Assessment Committee meeting of each fiscal year, the committee shall elect a chair, a co-chair by majority vote. If the committee has no chair, a convener shall be designated for that meeting.
2. The chair or co-chair shall preside at all Committee meetings or designate an alternate in their absence.
3. The chair or co-chair shall ensure notes are taken at all meetings of the Committee and supply a copy thereof to each member of the Committee, Sr. Minister, and to the President of the Board of Trustees.

VI. Funding

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

Approved by the Board of Trustees 07/24/2025

Legislative History:

Initial Version approved 07/24/2025