

**Unitarian Universalist Fellowship of Harford County**

**Policy Statement**

**Finance Committee Vice Chair Policy Statement**

**Committee: Finance**

**Background:** The Fellowship has grown to a point that more help is needed in executing financial functions, including those that require access to pledge information. This policy proposes establishing a Vice Chair position on the Finance Committee to serve this purpose. This proposal has been put forward in the form of a policy because the creation of a Vice Chair creates a logical successor to the Chair position, and because the duties require that the Vice Chair gain access to pledge information.

Prior to implementation of this policy, the structure of the Finance Committee was based on the UUFHC bylaws<sup>1</sup> which stated: “The Finance Committee shall consist of at least three (3) members. In addition, the Treasurer shall be a Committee member ex-officio with vote.” Therefore, the bylaws specified the titles of only two positions on the committee, a Chair and a Treasurer.

**Policy:** This policy specifies that a third permanent position be established on the Finance Committee and that this position shall be a Finance Committee Vice Chair. Further, the Vice Chair will support the Chair and the Treasurer in executing various tasks including those that require access to pledge information. The Vice Chair position provides a logical successor to the Chair, so a candidate should be prepared to serve as Chair following a term as Vice Chair. The Chair remains subject to approval and appointment by the President of the Executive Board, and a Vice Chair transitioning to Chair is not exempt from that approval. While the Chair is an Ex Officio voting member of the Executive Board, the Vice Chair is not.

Finally, because the Vice Chair is likely to one day be considered for the Chair position, the same level of scrutiny should be applied to selecting the Vice Chair as would be applied to selecting the Chair. For this reason, and because the Vice Chair will have access to pledge information, this policy states that the Finance Committee Vice Chair must be approved and appointed by the President of the Executive Board.

**Adopted by the Executive Board:**

\_\_\_\_\_ **Board Approval\*\***

\_\_\_\_\_ **Date**

Review Date: \_\_\_\_\_  
(5 years from signed)

\_\_\_\_\_ <sup>1</sup> Bylaws voted and approved April 18, 1999, Revision Voted and approved April 22, 2001.

\*\*No signed copy of this policy could be found. Reviewed by the Finance Committee September 2009; received by Board 7/20/10. Reapproved on the date above.