

OPERATIONAL CHARTER

Beautification and Preservation Committee

Mission Statement

“The mission of the Beautification and Preservation Committee is to:

- *Steward the beautification and preservation of, and our capital investment in, our buildings and grounds for the benefit and enjoyment of our general membership, our local community and those who use our buildings and grounds.*
- *Demonstrate leadership by:*
 - + *The visibility of our achievements,*
 - + *The ongoing good structure, function and appearance of our buildings and grounds, and*
 - + *The success and effectiveness of our planning, interaction with others, and active personal efforts.*
- *Maintain an active membership with a sufficient number of members and talents to be successful in the first two elements of this mission.”*

Adopted, August 6, 2005

Overall Concepts of the Committee

- Delineate clear roles/responsibilities of this committee in relation to MUF staff and other committees.
- Integrate leadership rotation into core of the committee’s structure.
- Have at least five, and no more than eight, full participating members to:
 - + Have critical mass to function effectively
 - + Spread tasks out between each other so that a few people don’t have an overwhelming number of tasks
 - + Bring forth varied interests, ideas, approaches, talents and contacts
- Not commit to, or accept responsibility for, more than we can do effectively.
- Establish strong functional ties with the Strategic Planning Task Force and Administrative Network.
- Committee annual operation from July through June each year; annual organization meeting to be held each June.

Scope of Activities

- Steward the interior and exterior of the building, the garage and grounds, excluding the Memorial Garden.
- To include:
 - + Beautification, including interior/exterior aesthetics, interior decoration, painting and furnishing, and exterior signage.
 - + Preservation, with participation and assistance from MUF staff and/or others.
 Others wishing to conduct activity within the scope of activities indicated above **MUST** have the activity reviewed and authorized by the committee before doing so (*policy/procedure to be developed*).
- Not to include:
 - + Routine repair/maintenance and operations, including energy conservation,
 - + Building use guidelines/policies, and
 - + Building rental coordination, rental and contracts.

Authorities

Area	Authority
Identification, prioritization, selection and implementation of projects within the committee’s mission and scope of activities.	Full
Committee activity & budget (estimate/spend).	Full; \$1500
Small capital improvement (estimate/spend).	Full (up to \$1,000 per expenditure; max. of up to \$2,500, provided \$ are available in B&P budget)
Policies and procedures (develop/recommend).	Partial; in partnership with Admin Network and/or Board, as appropriate
Policies and procedures (implementation)	Full, for those responsibilities and authorities provided in such policies and procedures
Semi-annual (Fall/Spring) cleanup days	Full, in partnership with Administrator and Staff

Structure, Roles and Responsibilities

- Chair (must be full MUF member)
 - + Overall leadership/coordination; primary contact on issues with MUF Board
 - + Serve as advisor to the Strategic Planning Task Force
 - + Maintain annual committee project plan and coordinate annual ‘State of the Estate’ report to Admin Network/Board of Trustees (in May)
 - + Organize/conduct committee meetings and prepare/send agenda to members prior to meetings
 - + Sign voucher requests

- Vice Chair/Treasurer
 - + Fill in for Chair as/when needed; rotate into Chair after 1 year
 - + Participate/represent committee with Administrative Network; attend Admin Network meetings and report for, and back to, the committee as appropriate
 - + Maintain committee annual budget, receive monthly reports from staff and report on budget status at each meeting
 - + Maintain 'Active Projects' list and status
 - + Alternate to sign voucher requests
- Communications
 - + Prepare/submit news, requests, notifications, etc. in Newsletter, Sunday Announcements, etc.
 - + Reserve room for meeting and prepare/distribute meeting minutes to committee members
 - + Establish/conduct liaison relationship and communication with Publicity Committee or relevant/applicable public relations efforts
 - + Communicate 'Active Projects' list to membership (newsletter or Room 100 board, etc.)
- Membership
 - + Maintain membership roster and contact information; distribute updates to committee members
 - + Maintain committee group *BPC@muuf.org* email list; keep updated with members' contact information
 - + Identify and recruit members, including annual call/solicitation for new members
 - + Obtain project-specific expertise (architect, landscaping, etc.) on an as-needed basis

Leadership Rotation

To prevent burnout, share leadership duties/responsibilities and provide long-term continuity:

- Chair to serve for one year
- Vice Chair to become the Chair in the following year
- Call/solicitation of new members in July after annual reorganization meeting in June
- No person to have the same leadership role for more than two consecutive years

Membership

- Committee to consist of:
 - + Chair, Vice-Chair, Communications, Membership leaders; and
 - + up to four 'At Large' members.
- To foster committee consensus for deciding on suitable new members on the committee, new members can be added to the committee's roster by:
 - + Nomination by any existing committee member, MUF's President, Administrator or Minister; and
 - + More than 50% the existing committee members being present for the confirmation vote; and
 - + At least a 2/3 majority of votes to the affirmative by the committee members voting; and
 - + At a regularly-scheduled and announced meeting of the committee.
- To foster a well-balanced, diverse committee membership, no more than two members may represent the interests of, or be ongoing members of, any other single MUF committee, taskforce or study group.

Revision History

<i>Revision #</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4; 4a</i>	<i>5</i>
<i>Date</i>	<i>8/10/05</i>	<i>11/15/05</i>	<i>7/10/06</i>	<i>7/30/08</i>	<i>9/9/09</i>	<i>9/1/10</i>