

ORGANIZATIONAL CHARTER

Beautification and Preservation Committee

Overall Concepts of the Committee

- Eliminate the overlap between the roles/responsibilities of this group and the Building Manager.
- Integrate leadership rotation into core of the committee’s structure.
- Have at least 5, and no more than 8, 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 ‘bite off’ more than we can do effectively until experience demonstrates that we effectively expand our scope.
- 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.

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

Committee Name

Changed committee name from “Buildings and Grounds” to “Beautification and Preservation”

- To clarify to others our primary mission.
- To remove the long-standing overlap between the committee and the Building Manager.

Scope of Activities

- Main building, garage, and grounds, excluding the Memorial Garden.
- To include:
 - + Beautification, including interior/exterior aesthetics, exterior signs and interior decoration, painting and furnishing.
 - + Preservation, with participation and assistance from Administrator, Bldg. Mgr. and/or others.
 - + Development and maintenance of the 5-year Capital Plan, in conjunction with the Strategic Planning Task Force, Finance Committee and others.

Others wishing to conduct activity within the scope indicated above MUST have activity reviewed and authorized by the committee before doing so (policy/procedure to be developed).

- Not to include:
 - + Routine repair/maintenance,
 - + 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 Bldg. Mgr.

changed from "MUF"

Structure, Roles and Responsibilities

- Chair (must be full MUF member)
 - + Overall leadership/coordination; primary contact on issues with MUF Board
 - + Serve as standing member of the Long Term (Strategic) Planning Committee
 - + Maintain annual committee project plan and coordinate annual 'State of the Estate' report to Admin Network/Board of Trustees
 - + Organize/conduct committee meetings
 - + Participate in the development and maintenance of the 5-yr Capital Plan
 - + 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 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.
 - + Prepare/distribute meeting announcements and minutes to committee members
 - + Establish/conduct liaison relationship and communication with Publicity Committee
 - + 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 email list; keep updated with members' contact information.
 - + Identify and recruit members
 - + On a routine basis: maintain roster at 5-8 members
 - + On an as-needed basis: obtain project-specific expertise (architect, landscaping, etc.)
 - + Supplement membership with a list of 'on call' in-house specialists (landscaper, architect, contractor, carpenter, electrician, plumber, welder, etc.) and a list of 'helping hands' will do to specific tasks/projects. Use 'Our Favorite Businesses' whenever appropriate.
- Meet as needed/appropriate; invite Administrator and Building Mgr to attend meetings at their discretion.

Leadership Rotation

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

- Chair to serve for 1 year
- Vice Chair to become the Chair in the following year
- Call/solicitation of new members in May for annual reorganization meeting in July
- No person to have the same leadership role for more than 2 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 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 2 members may represent the interests of, or be ongoing members of, any other single MUF committee, taskforce or study group.

Revision History

Rev.0 8/10/05
 Rev.1 11/15/05
 Rev.2 7/10/06
 Rev.3 7/30/08
 Rev.4 7/9/09