

## CCSM Committees

**Note to CCSM members:** The below committee charters are in draft form to be reviewed and finalized upon (1) the approval of the new Bylaws and (2) the election of the new leadership slate. These committee charters will be reviewed annually and updated as necessary per Board policy.

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### Finance Committee

#### **Mission**

The purpose of the Finance Committee is to provide education, support, advice and oversight to the Board and church staff on matters related to CCSM's budgets and finances.

#### **Authority and Responsibilities**

##### Policies and Procedures

Establish, review and update: financial management and planning policies; financial conditions and activities policies; contract execution policies; gift and donations policies (endowment included); and asset protection policies for approval by the Board and pursuant to CCSM's Bylaws.

Establish, review, and update the annual budgeting process and procedures for approval by the Board and pursuant to CCSM's Bylaws.

##### Oversight of Implementation

Develop guidelines to ensure the Board, staff and Ministry Leads are trained adequately on the annual budgeting process.

Regularly monitor adherence to financial management and planning policies, financial conditions and activities, contract execution policies, gift and donations policies (including endowment), and asset protection policies.

Support CCSM's finance administrator and Director of Operations in executing procedures and analyzing decisions as appropriate/needed within the framework of established policies.

Ensure that the Board and Ministry Leads receive timely financial performance reports relevant to their scope of responsibilities.

#### Evaluate Performance

Review CCSM's financial performance against the annual operating budget and long range financial plans. Evaluate the execution of the annual budgeting process and make recommendations for improvement.

#### Staff Liaison/Designee

Regularly interface with CCSM's finance administrator and Director of Operations as needed.

#### Educate the Board

Understand the operating budget, balance sheet (including the endowment funds and restricted gifts) and any other matters pertinent to the short and long-term financial health of CCSM.

### **Organization**

#### Review of Charter

This charter will be reviewed and reassessed by the Finance Committee at least annually, and any proposed changes will be submitted to the Board for approval.

#### Membership Composition

The Finance Committee will consist of at least five but no more than nine members and will be chaired by CCSM's treasurer. Committee members will be appointed by the Governance Committee and approved by the Board. Committee members should have finance, accounting, investment, contract or business expertise.

#### Meetings and Quorum

The Finance Committee will convene at least 6 times per year. A quorum of any meeting of the Finance Committee will consist of a majority of its voting members. Committee members may participate by teleconference.

#### Agenda, Minutes, and Reports

The chair will be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members in advance of the meeting. Minutes for all meetings will be

drafted by a member designee, reviewed by the committee chair, and approved by committee members at the following meeting.

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2019 Membership Composition : 7 members, 2 of which are Board members, including CCSM's treasurer who will chair this committee.

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# Endowment Committee

## **Mission**

The purpose of the Endowment Committee is to maintain the prudent and effective investment of the endowment, formulate investment policies, and oversee management of the endowment. It is responsible for the endowment and other investment assets of CCSM.

## **Authority and Responsibilities**

### Policies

Establish, review, and update the endowment investment policy for approval by the Board and pursuant to CCSM's Bylaws. Oversee the adoption of appropriate risk management policies and procedures to manage, to the extent possible, investment and asset management risks. All policies will be pursuant to CCSM's Bylaws. Furthermore, all policies will ensure that all restricted grants and moneys will be used solely for the matters stipulated.

### Oversight of Implementation

Develop guidelines for retaining financial institutions, standards against which their performance will be measured, and a schedule for conducting evaluations.

### Evaluate Performance

Review overall investment performance, asset allocation, and expenses.

### Educate the Board and Finance Committee

Understand the relationship between the operating budget (and spending policy) and the endowment policy. Regularly report on investment performance and changes in investments to the Finance Committee to be shared with the Board. Execute other such duties as delegated by the Finance Committee.

## **Organization**

### Review of Charter

This charter will be reviewed and reassessed by the Endowment Committee at least annually, and any proposed changes will be submitted to the Board for approval.

### Membership Composition

The Endowment Committee will consist of at least three but no more than five members and will include CCSM's treasurer. Committee members will be appointed by the Governance Committee, in consultation with the Finance Committee, and approved by the Board. Committee members should have investment, business, or endowment expertise.

### Meetings and Quorum

The Endowment Sub-Committee will convene at least two times per year and preferably four. A quorum of any meeting of the committee will consist of a majority of its members. Committee members may participate by teleconference.

### Agenda, Minutes, and Reports

The chair will be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members in advance of the meeting. Minutes for all meetings will be drafted by a member designee, reviewed by the committee chair, and approved by committee members at the following meeting.

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2018 - 2019 Membership Composition : 3 members, including CCSM treasurer

# Governance Committee

## **Mission**

The purpose of the Governance Committee is to ensure the health and functioning of the Board and the larger leadership team of CCSM. It recruits new Board members, conducts orientation, provides Board educational materials and evaluates the performance of the Board itself. It also nominates ministry leads for congregational approval and committee members for Board approval.

## **Authority and Responsibilities**

### Policies and Procedures

Establish, review, and update governance process policies and senior minister delegation policies for approval by the Board at least annually, pursuant to CCSM's Bylaws. Develop and update recruitment processes for new Board members, committee members, and ministry leads.

### Implementation

Execute recruitment processes for new Board members, committee members, and ministry leads. Provide education to Board members.

### Evaluate Performance

Review Board's performance annually and report back to the Board with recommendations. Review and report back to the Board the effectiveness of current leadership recruitment processes and make recommendations to update as necessary.

### Educate the Board

Provide new Board members with an orientation of fiduciary responsibilities; governance policies and processes (including job descriptions); and code of conduct (including the necessity of confidentiality in certain situations). Involve Board members with continuing education throughout their Board service.

## **Organization**

### Review of Charter

This charter will be reviewed and reassessed by the Governance Committee at least annually, and any proposed changes will be submitted to the Board for approval.

### Membership Composition

The Governance Committee will consist of at least three, but no more than five, members and will be chaired by the Vice Moderator with at least one other member being a Board member. Committee members will be appointed by the Governance Committee and approved by the Board.

### Meetings and Quorum

The Governance Committee will convene at least four times per year. A quorum of any meeting of the Governance Committee will consist of a majority of its voting members. Committee members may participate by teleconference.

### Agenda, Minutes, and Reports

The chair will be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members in advance of the meeting. Minutes for all meetings will be drafted by a member designee, reviewed by the committee chair, and approved by committee members at the following meeting.

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2019 Membership Composition: 3 members; all of which are Board members, including CCSM's Vice Moderator as Chair

# Personnel Committee

## **Mission**

The purpose of the Personnel Committee is to develop and provide oversight of the implementation of CCSM's personnel policies. On behalf of the Board, the Personnel Committee will also conduct the performance review of the senior minister.

## **Authority and Responsibilities**

### Policies and Procedures

Establish, review, and update CCSM's personnel policies related to the creation of job descriptions, performance feedback practices, salary administration practices and other personnel policies in compliance with applicable California employment law to be approved by the Board.

### Oversight of Implementation

Develop procedures for reviewing CCSM's personal practices in a matter that ensures compliance with stated policies and outcomes. At the discretion and invitation of the senior minister, more actively assist in additional human resources activities.

### Evaluate Performance

Review CCSM's personnel practices to ensure proper implementation. On behalf of the Board, conduct performance review conversations of the senior minister based on goals that have been established by the Board in alignment with CCSM's larger, overall goals and priorities.

### Educate the Board

Understand best personnel practices and California law where it pertains to CCSM.

### Review of Charter

This charter will be reviewed and reassessed by the Personnel Committee at least annually, and any proposed changes will be submitted to the Board for approval.

### Membership Composition

The Personnel Committee will consist of three members, including one Board member. Committee members, including the chair, will be



appointed by the Governance Committee and approved by the Board. Committee members should have human resources or business/non-profit management expertise.

Meetings and Quorum

The Governance Committee will convene at least three times per year. A quorum of any meeting of the governance committee will consist of a majority of its voting members. Committee members may participate by teleconference.

Agenda, Minutes, and Reports

The chair will be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members in advance of the meeting. Minutes for all meetings will be drafted by a member designee, reviewed by the committee chair, and approved by committee members at the following meeting.

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2019 Membership Composition: 3 members; 1 of which is a Board member

# Pastoral Relations Committee

## **Mission**

The purpose of the Pastoral Relations Committee is to support and maintain an open and healthy relationship between the Senior Minister and other clergy and members of CCSM. It serves as 1) an advisory group to the Senior Minister and other clergy, 2) support of the leadership of the clergy, and 3) a confidential forum where CCSM members and staff members may report and resolve any issue regarding a member of the clergy.

## **Authority and Responsibilities**

### Policies and Procedures

Establish, review, and update CCSM's procedures for approval by the Board that outline for members and staff (including clergy) as to how and when to seek out the Pastoral Relations committee.

### Implementation

Communicate Pastoral Relations procedures to the congregation. Establish meetings with the senior minister. Establish meetings with other clergy or CCSM members, as needed.

### Evaluate Performance

n/a

### Educate the Board

n/a

### Review of Charter

This charter will be reviewed and reassessed by the Pastoral Relations Committee at least annually, and any proposed changes will be submitted to the Board for approval.

### Membership Composition

The Pastoral Relations Committee will consist of no less than four and no more than six members. Committee members, including the chair, will be appointed by the Governance Committee in consultation with the Senior Minister and approved by the Board. Committee members should have

prior CCSM Board experience and ideally should have served in the capacity of moderator.

Meetings and Quorum

The Pastoral Relations Committee will convene at least three times per year with the senior minister. The Committee will convene as needed with other clergy or when requested by a CCSM member or staff member.

Agenda, Minutes, and Reports

The chair will be responsible for establishing the agendas for meetings. When a meeting is with the senior minister, the chair normally sets the agenda in consultation with the senior minister. Minutes for meetings are normally not necessary.

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2019 Membership Structure : 5 members, including a chair.

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