

Strategic Plan Coordinator (SPC) & Team Council Board Reporting Process – 0623 Update

UUCS Reporting Summary				
Reporting Entity	Team Council Sends Strategic Plan Report to SPC	SPC Compiles/Sends Monthly Team Summary to Board	SPC Sends Individual Team Report to Board	Annual Report Included in May Meeting Packet
Facilities	Monthly	July	July	Annual
Music	Monthly	August	August	Annual
Religious Education	Monthly	September	September	Annual
Social Justice	Monthly	October	October	Annual
Communications	Monthly	November	November	Annual
Nominating	Monthly	December	December	Annual
Human Resources	Monthly	January	January	Annual
Worship	Monthly	February	February	Annual
Committee on the Ministry	Monthly	March	March	Annual
Finance	Monthly	April	April	Annual
Annual Meeting Reports. No Strategic Plan Reports		May	May	
Membership & Connections	Monthly	June	June	Annual
Investment - Rpt quarterly to the board. Info. also incl. in Finance Rpt				
Affiliated Ministries/Others	Optional	Optional		Optional

NOTE: All teams, committees and affiliated ministries are encouraged to report directly to the UUCS Board whenever necessary to inform the Board about any issue. The reporting schedule does not restrict direct reporting to the Board. It is only to clarify the monthly reporting process.

Strategic Plan Coordinator Appointment

- In June of each year, the Team Council will recommend a Strategic Plan Coordinator (SPC) appointment to the UUCS Board.
 - The SPC ideally would be both a Team Council member and a UUCS Board member.
 - If SPC is not a UUCS Board member, they will need to agree to attend Board meetings to give their report and answer questions.
- The UUCS Board will appoint a Strategic Plan Coordinator at its July meeting of each year following Team Council recommendations, if available. If not available, the Board may make an appointment on its own recommendation.

Team Council Reports

- Team Council members - as designated in the table above - will provide a monthly Strategic Plan report to the SPC using the form adopted by the Team Council.

Strategic Plan Coordinator Reports

- The SPC will remind Team Council members to send the monthly reports the week prior to the Board Meeting.
- The SPC will compile a summary report of all the monthly team activities and strategic plan goals and outcomes.
 - This written summary report is provided to the Board monthly.
 - The SPC will be present at Board meetings to present a summary of the report and answer question.
 - The SPC will send a copy of the summary to the Team Council to keep all members informed.
- The SPC will forward an individual monthly team report to the Board, based on the schedule in the table above.
 - That team representative will be invited to discuss its report with the Board at its meeting. (attendance is not required, though welcomed)

Annual Meeting Reports

- The Team Council Chair (generally the Board Vice-Chair) will request an annual meeting report from Team Council members, affiliated ministries and UUCS committees, to be included in the Annual Report packet.
- The SPC will present a Strategic Plan progress report at the Annual Business Meeting.