CONGREGATIONAL COMMITTEES

(Board, Endowments, Nominating)

* Members are elected by, and answerable to, the full congregation.
* Members are elected for three-year terms (or fewer, when needed) that are staggered to ensure both turnover and consistency.
* Members may serve no more than 7consecutie year at a time.
* Daycare will be provided for any parent who serves in any of these positions by paid and etter providers, arranged through the Director of Family Ministry.

BOARD OF TRUSTEES

* Nine voting members plus our minister who is a non-voting member:
	+ Four officers selected by the full Board (President, Vice-President, Secretary, & Treasurer)
	+ Five members at large.
	+ Minister as ex-officio member without vote
* Mandate—The Board is the governing body of the Congregation, and recently adopted a policy governance model
* Meetings: Monthly meetings are open to all members, except for duly called executive sessions. Trustees frequently engage in study sessions, retreats, congregational committee, Board committees, and task force activities.
* Useful Qualities:
	+ Maintain “right relations” with Board members, staff, lay leaders, and congregants.
	+ Clear, direct, and respectful communications skills
	+ Ability to read and understand basic treasurer reports
	+ Willingness to resolve conflicts in a timely and respectful manner
	+ Familiarity with QUUF bylaws and policies

ENDOWMENTS COMMTTEE

* Five voting members—four directly elected by the Congregation plus the treasurer as an ex-officio member with vote.
* Mandate—to prudently manage, consistent with QUUF values, and approve disbursements from a family of funds provided through gifts to QUUF for the purposes of supporting programs and projects not funded through the annual operating budget.
* It offers a variety of ways for Members and Friends of QUUF to invest in QUUF’s future, facilitates planned giving as a part of estate planning, and recognizing donors while maintaining confidentiality for all donations.
* Added responsibility in 2024-25 to administer the QUUF Columbarium.
* Meetings—Generally monthly and open to all QUUF members, except for duly called executive sessions
* Useful Qualities for Committee members:
	+ Ability to read and understand financial reports
	+ Money management knowledge and experience
	+ Commitment to sustaining/growing QUUF’s endowment while supporting special needs.

NOMINATING COMMITTEE

* Five voting members:
	+ Four are directly elected by the Congregation
	+ One is a Board member appointed each year by the Board
* Mandate—Seek candidates to run in competitive elections for upcoming openings on the three Congregational committees.
* Meetings—Generally monthly, open to all QUUF members except for duly called executive sessions.
* Useful Qualities:
	+ Commitment to diversity and inclusion in QUUF leadership positions.
	+ Broad experience in diverse Fellowship activities
	+ Clear, direct, and respectful communications skills.
	+ Familiarity with governance structure of QUUF.
	+ An open mind and heart.
	+ A willingness to reach out to a variety of people and groups.

CANDIDACY AND ELECTION PROCESS

* The Nominating Committee develops, with the help of the Congregation, a list of potential candidates for the three elected bodies, and invites QUUF members to complete an application form for a position they are interested in.
* By QUUF Bylaws, the Nominating Committee is tasked with providing the Congregation a preliminary slate of candidates for open elected positions approximately six weeks prior to the election deadline established by the Board. The election deadline must be no later than April 30.
* Applications for open positions are due to the Nominating Committee, Nominating@quuf.org, approximately five weeks prior to the election deadline.
* The Nominating Committee will provide, as much as possible, a competitive ballot for all positions, and competitive elections shall use Rank Choice Voting.
* As provided in our ByLaws, QUUF members may also be nominated by petition, signed by at least 25 or 10% of QUUF membership, which ever is greater. Petitions must be submitted to the Nominating Committee at least three weeks prior to the election deadline.

2025 ELECTION TIMELINE– WRITTEN BALLOTS SUBMITTED BETWEEN APRIL 11 AND APRIL 27

Sunday, March 9 Candidate Open House

Friday March 14 Publish preliminary list of Committee nominees

Sunday, March 25 Applications for Board of Trustees, Endowments, and Nominating Committee are due to Nominating@quuf.org

Friday, March 28 Publish final list of Committee nominees

Sunday, April 6 Petitions for candidacy for Board of Trustees, Endowments, and Nominating Committee are due to Nominating@quuf.org. Must be signed by the greater of 25 QUUF members or 10% of total QUUF membership.

Friday, April 11 Ballots sent to QUUF members

Sunday, April 13 Candidate forum

Sunday, April 27 Ballot due, as per Bylaws