Operating Guidelines Template

Each UUTC Governance Committee and Ministry Team shall establish its own Operating Guidelines to define its function and clearly delineate how it carries out this function. Operating Guidelines will enable current and incoming leaders and members of Committees and Teams to clearly understand their purpose, their responsibilities, and the tasks that are required of the group.

In order to maintain some consistency throughout the UUTC organization, the Operating Guidelines shall include, at a minimum, the following:

*Organizational Group: Committee/Team Name*

*Function: statement of purpose*

*Responsibilities: list of the responsibilities*

*Membership: description of the make-up of the membership, including leadership roles and the established rotation schedule*

*Operating Procedures: list of the procedures and tasks followed by the group to carry out its responsibilities*

With the 2014 adoption of the new organizational structure for UUTC, each organizational group leader was provided a description of its Committee/Team, including the function, responsibilities, and membership make-up. This provides a starting point for developing each group’s Operating Guidelines. Groups having well-developed check-lists, procedures, or outlines of tasks already in place will need simply to incorporate these into the template; other groups identified the need to develop such a written document. The function, responsibilities and procedures of each group may be modified as needed over time.

All initial Operating guidelines developed by Committees and Teams shall be submitted to the Board for review and approval. Once established, each group shall review its Operating Guidelines annually. Revisions to Committee Operating Guidelines must be approved by the Board of Trustees. Revisions to Team Operating Guidelines must be approved by the Minister.