

## GROUNDS COMMITTEE CHARTER

April 15, 2024

This charter describes the membership and responsibilities of the Grounds Committee that will implement those actions needed to maintain and improve the grounds.

### A. Purpose

The Grounds Committee oversees the continuous and ongoing maintenance and improvements to the grounds as UUCDC works to fulfill its mission. The committee also acts as a clearinghouse for the needs and concerns of the members and staff in regard to property matters.

### B. Authority

The Grounds Committee operates under the authority of the Board. A board liaison will be assigned as a point of contact to the Committee Chair.

### C. Scope

The Grounds Committee oversees the upkeep of the exterior grounds, Memorial Gardens, and exterior structures (sheds, dumpster, etc.), lighting, lots, walks, and signage are the responsibility of the committee. The RTEL's playground and their property (picnic tables & equipment) are out of scope for the Grounds Committee.

### D. Membership

The Grounds Committee chair is an elected position by the members of the congregation. Membership in the Grounds Committee consists of at least 2 volunteers. It is the committee chair's responsibility to select members with a blend of talents and ideas to meet its goals with the assistance of GTS.

### E. Responsibilities of the Grounds Committee

The Grounds Committee will prepare an Annual Plan and may frequently update the plan for maintaining UUCDC's grounds. The plan will include activities needed to keep the church's grounds in acceptable condition, both from a functional as well as aesthetic perspective. The plan will consider the needs and safety of renters. The Grounds Committee will develop an annual budget and present said budget to the Finance Chair for review. It is the Grounds Chair's responsibility to follow and not exceed the approved budget. Any expenses that may exceed the approved budget will be communicated to the Finance Chair for review and approval. It is noted that some expenses may be out of the control of the chair, for example, weather related expenses.

### D. Meetings

The Grounds Committee will meet periodically, as needed, to facilitate the execution of the Annual Plan. Meetings may primarily be in person to review the grounds and discuss ideas to

enhance the aesthetics. The Grounds Committee will work collaboratively with the Board of Directors, Finance, and other church committees as required.

E. Decision Making Process

The Grounds Committee and Chair have the autonomy to make decisions to meet the Annual Plan within the approved budget. Any critical decisions will utilize consensus of the committee as the primary decision-making method.

**Adoption of the Charter**

Reviewed by the Committee on \_\_\_\_\_ by \_\_\_\_\_  
[Date] Grounds Chair

Reviewed by the Board on April 15, 2024 by Marilyn Huff  
[Date] Board President