All Souls Unitarian Universalist Church
Steering Committee: Capital Campaign and Building Renovations
Charter

Mission: To oversee and coordinate a capital campaign and building renovations at All Souls

Committee Members:

- Jane Wilson, Co-Chair
- Lamar Hicks, Co-Chair
- Ruth Robarge, Communications Coordinator
- Diane Cassity, Co Chair Phase II Design TF, Facilities Team, Building Renovations Task Force
- Bonnie Postlthwaite, Co-Chair Phase II Design TF, Architectural Design TF
- Bob Miller, Finance Committee, Architect Selection TF
- Diann Spencer, Phase II Design TF, Endowment Committee, ASTF
- Chuck Downing, Board Liaison
- Tom Everitt, Co-Chair, Construction Task Force, Architectural Design TF
- Don Wakefield, Co-Chair, Construction Task Force, Architectural Design TF
- Dr. Rev. Kendyl Gibbons, ex officio

Task Force co-chairs serve as members of the Steering Committee during the active period of their task force.

Member Qualifications:

- Active and voting member of All Souls
- Familiarity and compliance with the Board's Conflict of Interest Policy
- Donating participant in the Capital Campaign

Duration of Committee: The Steering Committee will continue to meet and function until building renovations are complete.

Meetings:

Meetings will be called on an as-needed basis. Any member of All Souls may request that any member of the Steering Committee place a question or concern on the agenda for the next meeting. Any member may attend meetings as an observer. When any discussion contains confidential information, the committee may close the meeting for that portion of the discussion.

Responsibilities:

- Attend Steering Committee Meetings.
- Participate in creating a Steering Committee covenant and comply with the covenant.
- Recruit, oversee and coordinate task forces for each stage of the building renovation process.
    - ✔ Support and respond to questions and concerns raised by each task force.
    - ✔ Ensure calendaring and deadlines are clear and achievable by each task force.
    - ✔ Receive reports from each task force at each milestone.
    - ✔ Advise and counsel each task force on communication with the congregation.
    - ✔ Ensure coherent messaging and communication plans across all task forces.
    - ✔ Seek Board approval of task force proposals when needed.
- Establish a communication process with staff as important stakeholders.
- Report monthly to the Board of Trustees.
- Communicate openly and frequently with the congregation.
    - ✔ Develop and implement a communication plan.
    - ✔ Post charter, frequently asked questions and meeting summaries on the ASUU Web site.
    - ✔ Respond to questions and concerns posed by or anticipated from the congregation
    - ✔ Use all available communication media.
    - ✔ Ensure active and enthusiastic engagement with the congregation, including events, technology, tours, etc.
- Act as “immune cells” by being sensitive to the “mood” of the congregation, communicating openly and honestly, and insuring all information is clear and accurate.
- Ensure capital campaign and building renovation actions and expenditures comply with All Souls' Constitution, By-Laws and Board Policies.