

**\*Member, Endowment Committee**, a three year term running July to June\*

\* Function:\* The committee includes three to five members elected by the congregation. The Board of Directors Financial Advisor provides oversight to committee. The committee is responsible for managing the AUUC endowment fund and making an annual distribution to the church from this fund. Members also provide education and outreach to church members who may be interested in contributing to the fund and in how those contributions may affect financial planning.

\*Workload\* (average 5 hrs/mth)

Preparation

- Prior service on committee(s) within the church community
- Knowledge of the church bylaws
- Knowledge of the church policies and procedures with particular attention to those carried out by the Endowment committee

Meetings

- Members are expected to attend quarterly meetings. A chair will be appointed among the group, and the chair will set the agendas for the meetings.
- Members participate in an annual half-day educational session each year.
- In accordance with the bylaws, the committee will prepare a report on the endowment fund for the church annual report.
- The committee maintains information on the endowment fund and contact potential donors.