

## UUCSC Music Committee Job Description

Time: Regular, scheduled meetings, following the Calendar in the Music Committee Handbook

Mission: Music is a critical component for the fullness of church life. The Music Committee supports the Music Director and creates a Music Program in collaboration with the Music Director.

### **Committee Responsibilities:**

- Regular meetings
- Communicate concerns regarding the music program to the appropriate people on other committees and/or the Board.
- Complete and submit an annual program evaluation to the Board
- Submit an annual report for the congregation's Annual Business Meeting.

### **Chair Responsibilities:**

The chair schedules and sets agenda for committee meetings. The chair sends reports to the Board as needed and ensures the committee completes any paper work that is required. The chair submits the Annual Goals, Annual Evaluation and the Annual Music Program Report to the Board. The chair attends the Coordinating Council meetings, or the chair may ask another committee member to attend.

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