

## SPF Committee Job Description -- 4/13/14

The [Special Purposes Fund Overview](#) document provides general information on the Special Purposes Fund and the function of the SPF Committee, including how SPF Committee membership is determined. One at-large member is elected each year by the congregation to serve a three year term. The Committee elects its own chair, vice-chair, and secretary.

Committee members attend quarterly meetings that include oversight functions in accordance with written Committee procedures, such as reviewing drafts of SPF quarterly reports, semi-annual Board reports, and an annual Congregational report. In preparation for these meetings Committee members review report drafts, funding requests, and sometimes additional documents related to ad-hoc agenda items.

On occasion additional meetings may be called if there is an urgent matter, or items of business for which there is insufficient time in quarterly meetings.

Committee members also respond to occasional small funding requests that require prompt attention. These are usually handled via email, to which Committee members are generally expected to reply with a vote or other response within a few days.

The church administrator assists with financial transaction initiation and routine report preparation. The Committee secretary prepares drafts of meeting minutes. Additional Committee responsibilities, often assumed by the Committee chair, include:

- liaison as called for with other Church committees, staff, members, and friends
- tracking of non-routine matters needing consideration and formulation of ad-hoc agenda items
- developing and maintaining procedural and reporting documents.

The primary qualification for Committee service is the ability and willingness to assume shared fiduciary responsibility for management of SPF funds. This includes responsible judgement in expenditures and general investment strategies. Judging SPF funding requests requires general knowledge of the church's dynamics and sensitivity to its vision.

Committee members need only common knowledge of accounting and investment management, though it is beneficial for one or more Committee members to have deeper knowledge in these areas. The SPF investment profile is reviewed periodically, but is infrequently changed. Specific investment choices are entrusted to professional fund managers.