

2014-2015 Charter for Voices Café Committee

Mission Statement: The purpose of Voices Café is to raise funds for the social justice programs of The Unitarian Church in Westport, to provide a venue for folk music, to create a space for the community to come together, and to promote The Unitarian Church in Westport.

Goals:

- Eight performances from September to June.
- A profitable season.

Roles: Committee roles are: talent booking, publicist, website manager, sound engineer, food preparation, decorations, set-up/breakdown, House Manager, and general volunteers

Responsibilities: The Committee is a decision-making body that meets as needed. The bulk of the work takes place outside of meetings.

Guidelines:

- Detailed records are kept for every performance.
- Financial reports are submitted to the Business Office after every performance.
- A written report is submitted to the Finance Committee annually.
- Sound system re-payments are made per agreement with the Finance Committee.
- Sanctuary "use fee" is made per agreement with the Finance Committee.

Accountability: Raising revenue, expanding the Voices Café email list, increasing non-congregant attendance, and amplifying the visibility of The Unitarian Church in Westport.