Grounds and Landscape Committee

Committee structure: There will be one committee, known as the Grounds and Landscape Committee, with responsibility for all issues relating to the exterior of the building (not including the building facade). Participation in the following activities/responsibilities are expected:

- Replacement and management of landscape materials and troubleshooting erosion and stormwater management issues
- Leadership, oversight, fundraising and review of all proposed changes on the grounds including design proposals, installation of new plants or memorial features, vegetation replacement, construction of trails, decks etc.
- Budgeting and allocation of annually-budgeted funds for grounds
- Organization of spring and fall clean-up activities
- Organization of seasonal volunteer maintenance activities
- Guidance on contracting for all hired services (snow removal, mowing, landscape upkeep)
- Direction and guidance on hiring all additional hired services such as tree removal or pruning

Leadership and membership: One grounds co-chair and one landscape co-chair will lead the committee and provide communication between the board president, the minister and office staff. Co-chairs will also direct communication with other committee members. Membership is open to any UUFA member or friend who is committed to working together on the above issues. Grounds/Landscape Committee members may recruit people who have skills that are consistent with the work of the committee; any person who is interested and committed to the work of the committee is eligible for membership. Ideally the committee will consist of 5 to 7 members. The co-chairs are selected by the committee for a term of 2 years with the option to serve a second term. Most business will be conducted by email. Twice yearly meetings are planned. Additional meetings can be called as needed. Responsibility for recording minutes of meetings will rotate between committee members in alphabetical order.

The Grounds and Landscape Committee will maintain close contact and collaborate with:
- Gifts and Memorials Committee
- Building Committee and Building Chair
- Stewardship Committee
**Responsibilities:** The Co-Chairs will direct the extent and scope of work required and offer guidance in the selection of contractors. After contractor bid reviews and recommendations by the Co-Chairs, the actual contracting responsibility will fall to a representative of ELT or the Board. The Co-Chairs will work closely with the UUFA Congregational Administrator and the Minister. All concerns observed by staff or others should be directed to both the Grounds and Landscape Co-Chairs who will consult with the Grounds and Landscape Committee to determine a direction to proceed. However in the case of an emergency when a decision must be made quickly, the Minister, the Congregational Administrator, or the ELT may make the decision without consulting the Grounds and Landscape Committee.

Any proposal for changes on the grounds/landscape of UUFA is first reviewed and approved by the Grounds and Landscape Committee prior to the change being implemented. This includes plantings and plant selection, construction of new trails, sidewalks, decks and other features outside the building.