

First Unitarian Universalist Society of Syracuse (First UU)

OPERATIONS MANUAL INTRODUCTION

The purpose of the Operations Manual are:

1. to provide information to Society members about the organization and structure of First Unitarian Universalist Society of Syracuse (First UU)
2. to ensure that all members of committees, teams and ministries are identified and terms of service are listed and updated as necessary when changes occur
3. First UU policies and procedures are organized, maintained and reviewed on a regular basis.
4. First UU employees and contract workers are listed along with the job descriptions
5. All of the above as well as other useful information is made available to society members at all times.
6. All official Society documents, forms, contact information, budget, roles and responsibilities, job descriptions, policies and procedures and any other documents pertinent to the operation of the Society are maintained in a single place and are transparent to all.

A master hard copy of this manual will be maintained in the Society office, and updated whenever necessary. Documents in this manual will be updated only after approval by the Board of Trustees.