

Role of CUC Liaison

With thanks to Calvin Drake, First Unitarian Congregation of Toronto, for the original document prepared in 2020

CUC Liaisons are the bridge between their congregations and the Canadian Unitarian Council. They keep their congregations informed about news and events at the national and regional levels, organize discussions on CUC-related matters, and provide congregational leadership change updates to CUC staff. Individuals who take on this role for their congregations should have an interest in national affairs, be committed to keeping informed, and enjoy being part of the larger UU faith community.

Liaisons can keep up to date by [signing up for the CUC eNews](#) and the cuc-leadership google email group (send an email to info@cuc.ca and ask to be added).

<u>Activity</u>	<u>Suggested Dates (adjust for your congregation)</u>
Weekly CUC Update	
Post details about Upcoming CUC Events and News Items from the CUC eNews in Congregational eNewsletter	Midnight Wed
Budget & CUC Dues	
Prepare Denominational Affairs Budget	Prior to congregation's AGM
Submit Membership Numbers & Financials to CUC	Oct 31
CUC Fall Gathering	
Promote Fall Gathering	Sep
Attend Fall Gathering	Oct

<u>Activity</u>	<u>Suggested Dates (adjust for your congregation)</u>
<p>Sharing Our Faith A national Sharing Our Faith service may be held in February. Congregations can choose to participate in this and/or organize their own SOF service.</p>	
Schedule Sharing our Faith Sunday	Jun?
Prepare Sharing our Faith Sunday	Jan 31
Conduct Sharing our Faith Sunday	Feb
CUC AGM (held in May)	
Determine number of Delegates Permitted from congregation	Jan 15
Reach out to Potential Delegates	Jan 15
Post Request for Delegates	Jan 15
Book Room for Discussion of Proposed Motions	Jan 31
Announce Proposed Motions to Congregation	Jan 31
Discuss Proposed Motions	Feb 21
Compile Feedback from Discussion of Proposed Motions	Feb 21
Review Feedback from Discussion of Proposed Motions w/ Attendees	Feb 28
Send Feedback on Proposed AGM Motions to CUC	Feb 28

<u>Activity</u>	<u>Suggested Dates (adjust for your congregation)</u>
Finalize Proposed Delegates	Feb 28
Send list of Proposed Delegates to Board	Feb 28
Get Delegate List Approved by Board	Mar 30
Inform Delegates they have been approved	Mar 30
Register Delegates w/ CUC	Apr 1
Sign-up Delegates for CUC E-Mail Group	Apr 1
Confirm Registration and E-Mail Sign-up to First's Delegates	Apr 1
Discuss Revised Wordings of Motions (if necessary)	Apr 30
Plan Delegate Activities at AGM	May
Attend Plenary Session at AGM	May
Attend AGM	May
Compile Report on AGM (for Board/eNewsletter) & Feedback to CUC/Board Rep.	May
Miscellaneous	
Welcome New Members to the wider UU family (CUC, other Canadian UU congregations)	New Member Ceremonies
Ensure copies of CUC Pamphlets are available at Visitors Table	Monthly

<u>Activity</u>	<u>Suggested Dates (adjust for your congregation)</u>
Inform CUC of changes in congregational roles (President, Minister, CUC Liaison)	Jul 1
Provide congregational updates to CUC Board (via Trustee assigned to First)	As requested
Publicize Openings in CUC Board & Nominating Committee	Jan
Compile Report on CUC Liaison for Annual Report	Nov