

Representing Your Faith Community or Agency on the Fort Collins Area Interfaith Council

Representatives are asked to:

- Track your organization's Covenant Form to ensure its full completion and the sending of donations as scheduled. Keep a copy so you know the schedule.
- Accept your appointment to the Interfaith Council for a term of two years
- Make sure that you are officially selected, appointed or elected to your role as representative.
- Attend all Interfaith Council meetings. Meetings are on most 1st and 3rd Thursdays. Refer to the weekly E-bulletin or the website (www.ftcollinsinterfaithcouncil.org) for details.
- Contact your team leader if you are unable to attend a meeting
- Be active on one of the Standing Teams. You may join the team of your choice:
 - Membership and Communications
 - Programs, Activities and Advocacy
 - Grants and Awards
- Publicize the activities, meetings and special events of the Interfaith Council within your organization by newsletter, announcement, bulletin, etc.
- Encourage other members of your group to attend Council meetings and participate in Council events
- Encourage members of your organization to volunteer in areas where there are special needs and to work cooperatively with members of all faith communities
- Report regularly to whatever entity within your organization is responsible for your selection, appointment or election
- Host an Interfaith Council meeting with the help of your faith community or agency
- Make sure that when your term is over, your faith community selects a representative to succeed you

Each member faith community has two votes, a combination of clergy and lay representation. **Visitors and guests are welcome to attend all meetings.**