



## **PURPOSE**

To ensure the Board fulfils its legal, ethical and functional responsibilities.

## **SCOPE**

To support the Board so it is able to function well as a group.

To ensure the board policies are reviewed on a regular basis.

To attend to membership needs.

## **GOAL**

To ensure the Board has the appropriate training and support so that it can meet its goals.

## **OBJECTIVES**

To create Board policies and procedures for Board consideration and approval, and to ensure these are reviewed periodically.

To recruit and nominate Board members.

To ensure orientation and training of new Board members is conducted in a timely and effective manner.

To regularly evaluate the Board and its activities and outcomes.

## **DELIVERABLES**

There is a fair and reasonable process to nominate members for the Board.

Board policies are thoughtful and reflect the mission of the Church.

Board members understand their responsibilities and are active participants.

The Board is evaluated regularly and results are incorporated into its ongoing operations

## **MEMBERS**

### *Number*

The Governance Committee will have a maximum of five members, three of whom are Board members and two of whom are staff

### *Term of Membership*

Governance Committee members who are Board members are elected for a two year term, with two renewable one year terms. Staff members sit on the Governance Committee by virtue of their position.

### *Appointment*

Two of the Governance Committee members are appointed by virtue of their position on the Board and these will be the Board Chair, the Chair of Ministry and



Personnel. One other Board member will be selected by the Board to sit on this Committee. The staff members will be the Lead Minister and the Executive Director, Operations.

### *Early Removal*

Governance Committee members may be removed before their term ends if they:

- a) resign;
- b) move away;
- c) leave the United Church;
- d) miss more than three meetings in a row;
- e) exhibit unsuitable behavior; or
- f) other reasons the congregation feels appropriate.

### *Staff Support*

The Lead minister and Executive Director, Operations will attend all meetings.

## **MEETING**

### *Quorum*

A quorum will constitute fifty percent plus one of the membership. (e.g. if five members, then the quorum will be 3)

### *Frequency of Meetings*

Meetings will be held a minimum of three times per year.

### *Chair*

The Governance Committee members will select a member to be chair.

### *Notice of Meeting and Agenda*

An agenda will be circulated at least five days prior to a Governance Committee meeting.

### *Meeting Minutes*

Meeting minutes will be circulated no later than one week after a Governance Committee meeting.

### *Voting*

All Governance committee members may vote and decisions are reached by consensus.

## **REPORTS TO**

The Board

## **RELATED POLICIES**

United Church Manual

## **REVIEW AND REVISION**

These terms of reference will be reviewed every two years.