

Broad View United Governance Executive Summary

June 9, 2020

This document provides an overview of Board View United Governance Framework that has been designed to support the development of a forward thinking, innovative, and responsive 21st Century Church. Please note that this is only a summary of the Broad View United Governance Framework and for further details and explanation, please see the framework document.

Broad View United has established a **policy board**, which will focus on ensuring proper governance and oversight of Church business through the establishment of policies that clearly outline and formalize the roles and responsibilities of the Board, the Congregation and the Ministry staff (Ordered and Lay) . The Board will be responsible for:

1. Strategic direction and monitoring;
2. Financial oversight;
3. Risk identification and oversight;
4. Executive staff oversight;
5. Congregation communication and accountability;
6. Governance; and legal compliance

The Board will delegate the day-to-day running of Broad View United to a shared senior leadership staff model, with two full time lead Ministers referred to as **co-Lead Ministers**. The co-Lead Ministers will be responsible for:

1. All day-to-day Church operations;
2. Oversight of all lay staff (in consultation with Ministry and Personnel Committee);
3. Annual budget setting and planning;
4. Support of Ministry teams; and
5. Community and partner relationships.

Broad View United Board will be made up of a **minimum of seven and no more than nine voting** members, plus the two non-voting co-Lead Ministers and an ex-officio non-voting Chair of the Board of Trustees.

The Board will be elected by the Congregation at the Annual Congregation Meeting. Each Board member will be elected for a **two-year term**, with an option to renew twice for a total of six years. Once a board member has completed a maximum six-year term, they must step down from the Board for at least one year before being eligible for election to the Board again.

The Board will have the following **executive officer positions** elected by the congregation:

1. *Board Chair* – elected for a two-year period.
2. *Vice Chair/Past Chair* – elected for a one-year period as Vice Chair and serves a one-year period as Past Chair.

3. *Treasurer* – elected for a two-year period; open for two renewal periods for a total of six years.
4. *Secretary* - elected for a two-year period; open for two renewal periods for a total of six years.

The Board member nomination process, orientation process, removal from office process, filling of Board vacancies process, and Board annual evaluation process will be clearly outline in the Board Governance Manual and will follow the guidelines set out by the United Church of Canada.

The Board will meet as required, and at least 1/3 of voting board members will need to be present for quorum. The AGM will be held annually and quorum for the AGM will be no less than 20 members of the congregation.

Board Committees help the Board govern by gathering information, drafting policies, and make recommendations to the Board. The Board will have the following committees:

Ministry and Personnel Committee (M&P) -The M&P Committee provides oversight to the co-Lead Ministers on behalf of the Board and Congregation and acts as a support to the co-Lead Ministers relating to human resource issues.

Finance Committee- The Finance Committee is responsible for budget planning and oversight, reviewing monthly financial performance, and recommending long-term financial goals.

Nomination Committee - The Nominations Committee will oversee board and committee recruitment, including the development of a skills/experience/qualities matrix to ensure diversity and appropriate skills and representation on the Board.

Board of Trustees - The Board of Trustees hold all of the property of the Congregation as part of the United Church. The Board of Trustees will also have an Investment and Foundation Working Group that will support the development and oversight of the Church’s investment policy.

Ministry Teams will be organized around the achievement of practical tasks and result. Teams will consist of volunteers from the Congregation who are interested supporting the work of specific teams. The following Ministry teams are being considered:

1. Small Group Ministry	8. Affirming Ministry Team
2. Worship Team	9. Intercultural Team
3. Technology Team	10. Justice Animation Team
4. Property Team	11. Reconciliation Team
5. Stewardship/Fund Development Team	12. Educational Programming Team
6. Children, Youth/Young Adults and Families Team	13. Hospitality Team
7. Congregational Care /Senior Ministry	14. Historical Team
	15. Communication Team