

# Eagle Ridge United Church

## Ministry Description: Board of Trustees

Position:	Member of the Board of Trustees
Purpose:	To hold in trust all of the property of Eagle Ridge United Church for the use and benefit of the congregation as part of the United Church.
Duties & responsibilities:	<p>The Board of Trustees shall discharge such duties and exercise such powers as are set out in the Model Trust Deed (see Appendix II, The Manual). The Board of Trustees shall obey all lawful orders and directions respectively of the Official Board of the Congregation, the Presbytery, or the Conference.</p> <p>These duties include:</p> <ul style="list-style-type: none"> <li>• Being an integral part of any process involving the sale or acquisition of property</li> <li>• Managing assets such as trust monies and gifts not intended by the Official Board to be used immediately</li> <li>• Ensuring that the congregation carries adequate property and liability insurance at all times</li> <li>• Negotiate terms and leases</li> <li>• Ensure that user groups have adequate liability insurance, unless specifically exempted</li> <li>• Protecting the congregation's assets by reducing potential losses before they occur, and by minimizing the damage from unavoidable losses that do happen (risk management), including             <ul style="list-style-type: none"> <li>• ensuring that maintenance and repair of the building and grounds takes place</li> <li>• ensuring that volunteers working with vulnerable persons have a criminal records check completed (Duty of Care)</li> <li>• ensuring proper procedures for the counting and handling of money including donations</li> </ul> </li> </ul>
Length of term:	1 year (starting/ending at the Congregational Program Meeting usually in June). Retiring members are eligible for re-election.
Meeting frequency:	Every 4 to 6 months plus Official Board meetings (2 to 3 times per year) for one Trustee.
Eligibility:	The majority of the members of the Board of Trustees must be full members of The United Church of Canada. It is recommended that all Trustees be full members.
Nomination and election process:	<ol style="list-style-type: none"> <li>1. Nominated by congregational member</li> <li>2. Interviewed by at least two Trustees</li> <li>3. Recommended to Congregation for election</li> </ol>
Preferred Spiritual Gifts (spread over the whole team):	<ul style="list-style-type: none"> <li>• Knowledge</li> <li>• Organization</li> <li>• Wisdom</li> </ul>
Practical skills required:	<ul style="list-style-type: none"> <li>• Expertise or proficiency in area of responsibility (e.g. insurance, investing, risk management, negotiating leases...)</li> </ul>