McCLURE UNITED CHURCH
Board Expectations of All Committees

(Approved March 18, 2003)

1. Two designated voting members to sit on the Board.
2. Monthly report to go in the Board package. If unable because of time constraints, an e-mailed report to the Board Chair the Sunday before the Board meeting. (This enables the Chair to send the report by e-mail to the other members.)
3. Committee members to inform Board Chair/Chair-Elect of inability to attend Board meetings.
4. Committee members attend any additional Board sponsored meetings and be representative at church events when possible - i.e., Newcomer's Dinner, AGM, Congregational Meetings.
5. Yearly plan drawn up to reflect working of the committee as related to time – i.e., budget, events particular to that committee, etc.
6. Minutes be available for Chair/Chair-Elect as they cannot attend all committee meetings. (regarding M&P Committee: excluding confidential matters)
7. All committee chairs are responsible for seeing that their committee members receive a copy of all pertinent documents including this list of expectations.

Board Members/Meetings

- Board members are elected by the congregation to serve on the Board and on standing committees except Lay Representatives to Presbytery.
- Trustee representative and McClure Place Liaison are appointed by their Boards to sit on McClure Church Board.
- In all, Organizational Chart allows for 22 voting members + non-voting members Secretary, Treasurer, and Ministerial Staff.
- Anyone can be invited to speak or request to speak at the Board meetings, this to be arranged with the Chair/Chair-Elect.
- Anyone can come to the Board meetings to observe, this to be arranged with the Chair/Chair-Elect.
- Board meetings are 7:30 pm 3rd Tuesday of every month except July and August.
- Goal is to deal with business by 9:00 pm.

Responsibilities

- to communicate regularly with Board and congregation.
- to take Board information back to committees that directly affects respective committee and/or Board information of interest to the committee.
- to bring to the Board written information from respective committees regarding recommendations, programs and finances via the Board package in the form of reports and motions. At the meeting itself, only highlight those items which require Board attention or discussion.
- to take part in discussions regarding the life and work of McClure.
- to read all Board package materials and feel free to ask questions.
- to have report ready for Board Package or ready to be e-mailed **before** Board meeting.

Other

- let Chair/Chair-Elect know if you are unable to attend a Board meeting.
- Board packages are sent to Board members before the Board meeting and it includes the Board agenda and reports from all of the committees. Bring Board Package to the meeting.
- If there is something that requires considerable discussion time please let the Chair know so he/she can provide time to do so.
- Board reports need to be in to the Administrative Secretary by Monday of the previous week before the Board meeting.
- Any notices to go in the Sunday bulletin need to be on the Administrative Secretary's desk by Thursday noon of that week.
- Each Board member has a folder in the office. Please check these regularly as it represents another means of communication.
- Notices for announcement times at church need to be brief and to the point.
- Quorum: for Board – 10 members; for committees "rule of thumb" – 45-50%.
- Budget queries – if something comes up that isn't covered by the budget or can't be covered by it, speak to Stewardship for guidance.

Scheduled Items

- Each committee takes a turn during the year to write up a piece for the newsletter as a way of informing the congregation of the work of that particular committee. This and any other information you need to go in the newsletter needs to be in to the newsletter editor by the deadline date preferably by e-mail or in the newsletter folder.
- Each committee takes a turn during the year to provide a visual report on activities of its committee by using a divider. This is usually put up for the two middle Sundays in the month.
- The Board reps of committee provide meditations and refreshments at Board meetings as per the printed schedule.
- All of these items are scheduled for the year ahead by the Chair/Chair-Elect.

PLEASTE NOTE: THE CHAIR/CHAIR-ELECT CAN BE CONTACTED AT ANY TIME.