

Board of Trustees Terms of Reference

Purpose

To oversee the use and maintenance of the property of the church and to manage the investments for the funds named below.

Structural Accountability

The Trustees report to the congregation.

Responsibilities

All property owned by the Rideau Park United Church is held and administered by the Trustees for the benefit of the Congregation in accordance with the provisions of *The Manual*.

General:

The oversight and management must always conform to the provisions of *The Manual*.

Specific:

The following funds are administered by the Trustees:

- The Rideau Park Foundation for Ministry
- The Douglas Ian Brown Memorial Fund
- The Karl Rasmussen Memorial Bursary Fund
- The Dora Helmkey Legacy
- The Reserve Fund

Membership

The Chair of Trustees and the members of the Board of Trustees are appointed by a vote at a Congregational Meeting. A majority of the trustees must be members of the United Church, but not necessarily members of the Congregation. There must be at least three trustees and not more than fifteen.

The Board of Trustees consists of one member of the order of ministry, the Chair of Trustees, and the elected members. There are no sub-committees.

The Chair is appointed for a three-year term, renewable once, and members of Trustees are appointed for a three-year term, renewable twice.

Frequency of Meetings and Quorum

The Board of Trustees meets at least twice a year or when deemed necessary by the minister or the Chair of Trustees.

The quorum is five members, unless the number of trustees is less than ten in which case the quorum is a majority of the serving trustees.