

Chair of Council Duties

1. Council Meetings

- a. Monthly Meetings (no meetings July or August usually)
- b. Send out request for agenda items one week prior to meeting (Council members, Committee chairs, and church office)
- c. Prepare agenda for each Council meeting four days prior to meeting
- d. Send agenda and supporting documents to Council members, Committee chairs and church office four days prior
- e. Chair the Council meetings
- f. Check Council minutes for accuracy when provided by Council Secretary and either the Secretary or Chair will submit the minutes to the Office Administrator
- g. Arrange for someone on Council to do the opening reflection
- h. Ministers will usually do the opening and closing prayers
- i. Prepare Council Bytes (short summary of the Council meeting to go in What's Up) and send them to the Office Administrator by Thursday at noon
- j. Remind Council members where to find documents and minutes on the website

2. Congregational Meetings

- a. Organize and chair
- b. Annual meeting held once per year usually early February...date to be decided by Council
- c. Congregational meetings other than the annual meeting are held when:
 - i. Changes are proposed for the constitution
 - ii. Major fundraising (eg Refugee Resettlement Fund)
 - iii. Petitions signed by a minimum of ten Parkminster members
 - iv. Confirmation of new ministerial staff
- d. Prepare agenda
- e. Arrange for a secretary...usually Council secretary will do the job
- f. Agenda should be on slides and someone needs to operate AV equipment
- g. Arrange for a portable mike and person to run the mike
- h. Arrange for sign-in sheets if voting is to occur (Office Administrator will print up and has ballots if there is need of a secret ballot)
- i. Trustees will count the ballots in the event of a secret ballot
- j. If in association with Sunday service...arrange with a house group for coffee etc.
- k. Congregational meetings need to be advertised to the congregation three weeks ahead by Sunday announcements and in What's Up

3. Publications

- a. Newsletter...article or update from the Chair for the newsletter four times per year
- b. Annual report
 - i. Article by Chair
 - ii. Proof read at request of the editor

4. Finance

- a. Arrange for signing authority at the bank for new members of the executive and remove retiring members...can also be done by the Treasurer
- b. All cheques require two signatures. Chair, Past Chair, Secretary and Treasurer all have signing authority. Office Administrator will send out requests for signing
- c. Regular updates with regard to financial picture with the Treasurer

5. Committees

- a. Member of the nominating committee
- b. Welcome at all committee meetings except transition
- c. Read committee reports
- d. Respond to urgent requests from Committee Chairs
- e. Remind committee members where to find documents and minutes on the website

6. Office

- a. Interact with Office Administrator as necessary
- b. Proof read all documents sent out on church letterhead and major changes to website and advertising brochures

7. M&P

- a. Interact with M&P Committee regarding staffing vacancies and staffing concerns
- b. If a vacancy occurs, the chair is responsible for notifying the congregation, Council, Regional Council, arranging two congregational meetings (JNA), arranging for any necessary discussion groups if a change in staffing pattern is required. The Regional Council office has the appropriate forms. This should be done in concert with the M&P Committee

8. Trustees

- a. Meet with Trustees once per year in concert with the Treasurer and Finance Chair

9. Staff

- a. Meet with ministers regularly
- b. Respond to urgent requests from ministerial and office staff

10. Legal

- a. All legal documents with respect to the building such as contracts (construction, leases) require the signature of the Chair of Council
- b. Chair of Property is responsible for arranging rentals and signing those contracts

11. Grant Applications

- a. Need a motion at Council to apply
- b. Discuss with whomever is applying before coming to Council to be sure it fits with our mission and vision statement

12. Regional Council

- a. If there is not Regional Rep, Chair is responsible for directing information to the appropriate persons and/or committees
- b. Remits
 - i. Responsible for arranging information sessions if Remits from the Head Office of the United Church are required
 - ii. Bring the Remit information to Council for a decision

13. New Members

- a. Sign appropriate forms as requested
- b. Attend new member functions when requested by membership
- c. Assist in the service

14. Baptism

- a. Sign appropriate forms for baptisms
- b. Assist in the service

15. Policy and Procedures Manual

- a. Consider reviewing every five years...done in 2017

February 2021