

TERMS OF REFERENCE

BOARD of TRUSTEES

Purpose

To hold the real property of Metropolitan United Church in trust for the benefit of the congregation. The real property of Metropolitan includes the church building and the sexton's house at 466 Wellington Street.

Activities

1. The Board of Trustees makes decisions with respect to buying, selling or repairing the church property, and ensures that the church property is appropriately managed, maintained and insured by other committees or staff.
2. For the congregation, the committee reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.
3. At the first meeting of the new term each year, the Chair reviews this Terms of Reference and select policies with Board members. If the Terms of Reference is revised, it is then submitted to the Board of Elders for approval.

Frequency of Meetings

Meetings are infrequent, as needed – usually one every two or three years, called by the Chair or Senior Minister.

Membership

The Board comprises not less than three (3) and not more than fifteen (15) members of Metropolitan's congregation. Members are appointed by the congregation at the Annual General Meeting. Currently there are nine (9) members.

Term of Membership

One-year term, subject to renewal with no limit

Quorum

A majority of members in office to a maximum of five (5)

Minutes

Recorded by the Chair of the meeting

Resources

The Property Committee and the Property Use Committee manage and maintain the physical structure of Metropolitan United Church and the Sexton's house. The church Treasurer and office staff manage the insurance program which is currently under the United Church of Canada umbrella program.

Related Metropolitan Policies

- Risk Management
- Property
- Property Use

Related Documents/External Resources

- [United Church of Canada Manual](#), section G 3
- [Congregational Board of Trustees Handbook](#)

BOARD OF TRUSTEES	
Approval by Board of Elders:	April 2013
Approval by Board of Trustees:	April 2013
Previous Version Date:	April 2013
Committee Responsible:	Board of Trustees