

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 former sexton's house at 466 Wellington Street, and the assets of the Reverend Culley and Janet Pentland Memorial Trust.

Activities

1. The Board of Trustees makes decisions with respect to buying, selling or investing in major repairs to the church property, and ensures that the church property is appropriately managed, maintained and insured by other committees or staff.
2. The Board of Trustees sets the investment policy for the Reverend Culley and Janet Pentland Memorial Trust, engages an investment manager as needed, and allocates the net income to Metropolitan United Church each year.
3. For the congregation, the committee reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.
4. At the first meeting of the new term each year, the Chair reviews the Terms of Reference and select policies with Board members. If the Terms of Reference need revision, recommendation is submitted to the Board of Elders for approval.

Frequency of Meetings

Meetings are infrequent, as needed – usually one every year, 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, including the Senior Minister

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 and circulated to all members of the Board of Trustees.

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 Chair of Trustees collaborates with the church Treasurer and office staff to manage the insurance program, which is currently under the United Church of Canada umbrella program.

Related Metropolitan Policies

- Risk Management
- Pentland Trust Investment Policy Statement
- Property
- Property Use

Related Documents/External Resources

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

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Approval by Board of Elders:	April 2018
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Committee Responsible:	Board of Trustees