

BOARD OF TRUSTEES

6 voting members

Isabel MacLaggan	Member-at-large (2010)
John Moerman	Member-at-large (2010)
Don Nelson	Member-at-large (2011)
Peter Watling	Member-at-large (2011)
Marg Demmings	Member-at-large (2012)
Bernice Gammon	Member-at-large (2012)

From the six names listed above, the following shall serve as

John Moerman	Chairperson (2012)
Isabel MacLaggan	Secretary

TERMS OF REFERENCE

Constitution of Board:

In accordance with an open process for nominations, members of the Board of Trustees shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be six (6) members on the First United Board of Trustees and there shall be three (3) on the South Tetagouche Board of Trustees. All persons elected to the Board of Trustees shall be persons whose names are on the membership rolls of the Bathurst Pastoral Charge. (Article 250 of the By-Laws of the United Church of Canada)

In accordance with an open process for nominations, the chairperson and secretary of the Board of Trustees shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Duties and Responsibilities:

1. The Trustees shall hold property in trust for the use of the Pastoral Charge and for the purpose approved by each congregation or the Pastoral Council.
2. The Trustees shall acquire, sell, mortgage, exchange, lease or rent trust property only with the written consent of the Pastoral Council, and of the respective Congregation and Presbytery, when required. Funds from the sale of Congregational or Council property shall be used only as approved by Presbytery.
3. The Trustees shall hold in trust all cemetery property owned by the congregations or Council. They shall oversee the sale and maintenance of plots in their respective cemetery properties through the respective cemetery committees.
4. The Trustees must ensure that the congregation carries adequate property and liability insurance through the Property Management Team.
5. The Trustees must ensure that all monies held in trust for the congregation are properly invested and accounted for through the Financial Management Team.
6. By June 30th of each calendar year, in conjunction with staff or resource support, the Board of Trustees or its designate shall conduct an annual inspection of all buildings.

7. The Trustees shall secure three (3) cost estimates for major contracts or projects in excess of \$3000 each. This tendering process may be waived only at the discretion of the Pastoral Council. Further to approval by the Pastoral Charge, all contracts shall be awarded by the respective trustees.

Frequency of Meetings:

The Board of Trustees shall schedule meetings as required to fulfill all prescribed duties and responsibilities. Meetings shall be at the call of the chairperson.

Reporting and Accountability:

The overall management of the property interests of the Pastoral Charge shall be entrusted to the Board of Trustees

At each meeting of the Pastoral Council, the Board of Trustees reports in writing on matters of joint congregational interest and receives Council direction when required.

The Board of Trustees reports in writing to and receives direction from each respective congregation on matters of separate interest.