

## **Board of Trustees – Nomination Packet**

### **Instructions**

To be appointed and ratified as a member of the Board of Trustees, the following procedure is necessary:

1. The nominee is nominated by at least two members of Smythe Street Cathedral (SSC) using the enclosed form.
2. The nominee has fully read the enclosed ministry overview and understands the Biblical definition of a deacon/deaconess (attached).
3. The nominating members and nominee then sign the enclosed nomination form.
4. The Nominating Committee will meet and consider the names of the nominees presented. Nominees may be asked to meet with the Committee.
5. The names of qualifying nominees, as determined by the Nominating Committee, are then presented at least one week prior to the Annual Membership Meeting. Out of these the congregation will elect, by a majority vote, people to fill the necessary positions.

## Board of Trustees: Ministry Overview

### Outline:

- Qualifications to Serve as a Trustee
- Role & Duties

### Qualifications to serve as a Trustee:

The qualifications to serve as a Trustee are listed below, and are taken from Smythe Street Cathedral's bylaws.

- 6.6.1 Be a member in good standing of SSC for at least one year.  
*[The responsibilities of all members include: support and promote the unity of SSC, Support SSC with regular attendance, support SSC with consistent financial contributions, strive to live a Godly Christian life, strive to attend members meetings, be accountable to and cooperate with church leadership within their roles, in particular the Pastors elders and board of trustees.]*
- 6.6.2 Be at least 19 years of age.
- 6.6.3 Must affirm and adhere to approved SSC Moral Code of Conduct/Lifestyle Statements.
- 6.6.4 Provide evidence of understanding the governance role of the board of trustees.
- 6.6.5 Can demonstrate how his or her background, experience and skills will enhance the work of the board of trustees in moving the church forward.
- 6.6.6 Has been deemed qualified by the nominating committee.
- 6.6.7 In addition to the foregoing, the qualifications for a trustee are also governed by the provisions of the *Companies Act* (section 87). Accordingly the following are not qualified:
  - a) Those of unsound mind who have been so found by a Court;
  - b) A person who is not an individual (i.e. a corporation);
  - c) A person who is currently bankrupt;
  - d) A person convicted of an offence in connection with the promotion, formation or management of a corporation or involving fraud.
- 6.6.8 SSC may enter into contracts or transact business with one or more of its trustees, or with any firm or corporation of which any trustee is a member, shareholder, trustee, officer or employee provided that in any such case the fact of the interest of such trustee shall be disclosed to the other trustees (See also Article 6.9 (g) Declaring a conflict of interest).

### Role & Duties

The Board of Trustees is responsible for the legal and business affairs of SSC. They work in cooperation with the Elders, who are responsible for the spiritual direction and oversight of SSC, the Pastors and staff of SSC to see the vision and God's purposes for our church fulfilled.

The Board of Trustees sets policy and ensures effective implementation in the following key areas of responsibility.

- a) Fiduciary Oversight: Financial oversight of SSC income and expenses, development and monitoring of annual budget, and control of church assets and liabilities;
- b) Legal Oversight: Authorize contractual agreements and monitor execution of these agreements in compliance with applicable laws and regulations;
- c) Resource Management: Monitor the effectiveness and efficiency of SSC resources, programs and activities;
- d) Accountability: Ensure that the directions and decisions of the board of trustees are communicated to the church membership in an open and timely fashion;
- e) Appointments: Appoint an audit committee and any other committee(s) deemed necessary by the board of trustees.

Members of the Board of Trustees are asked to:

- a) Attend scheduled meetings. If meetings are consistently missed without adequate reason, the position will be reviewed.
- b) Be a signing officer for SSC's cheques, which always carry two signatures.
- c) Keep informed about day-to-day affairs of the church and the church building. This is an individual responsibility.
- d) Make decisions in a responsible and co-operative manner, in the spirit of unity and Christian principles, and following the operating principles outlined in the church by-laws.
- e) Serve a 2-year term. At the completion of one term, a Trustee may offer to have their term renewed for another 2-year term, for a total of 4 consecutive years. The Trustee must then step down for a 1-year period before qualifying for possible reelection.

The role of a Trustee is a volunteer position. A trustee shall not directly or indirectly profit from their role; however, payment may be made to Trustees for reasonable expenses incurred in the performance of his or her duties.

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**NOTE:** This is a summary of the qualifications, duties and responsibilities of members of the Board of Trustees. Members of the Board of Trustees are governed by SSC's bylaws, in particular ARTICLE 2: STATEMENT OF FAITH and ARTICLE 6: BOARD OF TRUSTEES, which are enclosed with this Nomination packet. The complete by-laws are available by contacting the church office.

## Nomination Form for the Board of Trustees of Smythe Street Cathedral

We nominate \_\_\_\_\_ (*print name*) to a position on the Board of Trustees subject to the qualifications outlined in Smythe Street Cathedral's by-laws, and upon the signed consent of the nominee.

*(If more than two members wish to show support for this nomination, please attach names and signatures, date and support for the nominee in writing to this form.)*

\_\_\_\_\_  
Name of Member (Please Print Clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Member (Please Print Clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

I, \_\_\_\_\_ (*print name*) am willing to allow my name to stand to serve on the Board of Trustees. I have read and understand the qualifications, and am willing to receive further instruction on the duties of a Trustee, and to meet with the Nominating Committee in regards to my nomination upon request.

\_\_\_\_\_  
Signature of Nominated Member

\_\_\_\_\_  
Date Signed

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*Upon completion, submit this form to the church office marked "Attention: Nominating Committee".*