

WOODCLIFF UNITED CHURCH TRUSTEES

Listen to advice and accept instruction, that you may gain wisdom for the future.
Proverbs 19:20

The Trustees of Woodcliff United Church (WUC) are legally appointed by the Congregation. All congregational property is held by the Congregation's Trustees. This includes land, buildings, funds, investments, and any other kind of property. The Trustees hold the congregational property for the Congregation as part of the United Church of Canada. They must comply with the United Church's requirements for Trustees and congregational property (The Manual, 2016, Section G.2.2.1). The Trustees are also a consultative body providing support to Council and its committees.

Tasks

The tasks of the Trustees are governed by Section G.3 of The Manual (2016). In addition, the Trustees are responsible for:

- ensuring that Council acts in accordance with all legal requirements for property ownership as governed by The UCC, the City of Calgary, the Province of Alberta, and the Government of Canada
- examining insurance policies to ensure that sufficient liability and other insurance safeguards are in place to protect the property and assets of WUC
- reviewing, prior to presentation to the Congregation for approval, any WUC policies that relate to property and facilities use whether they be newly proposed policies or existing policies that have proposed revisions
- keeping informed about matters that are being dealt with by Council
- registering and updating the names of the Trustees with Land Titles as required
- ensuring, with the assistance of the Duty of Care Committee, that all activities of the Trustees adhere to the WUC Duty of Care Policy and Duty of Care Procedures
- ensuring that volunteers who contribute to the activities and programs of the Trustees are recognized
- conducting an annual review of the effectiveness of the Trustees
- writing a report of the Trustees' activities for the Annual Report of WUC

Accountability and Communication

The Trustees are accountable to the Congregation and receive instruction from Council. A representative Trustee shall attend Council meetings on an as needed basis. Trustees shall usually meet two times a year. Minutes of meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Communication with the Congregation regarding Trustee matters shall occur using communication methods such as:

- the Woodcliff Messenger
- the WUC website
- service bulletins
- information offered during the Sunday morning worship services

Human Resources

Trustees are appointed by the Congregation at a Congregational Meeting. There must be a minimum of three (3) and a maximum of nine (9) Trustees. Quorum is achieved when a majority of the appointed Trustees are present for a meeting. Trustees will appoint a Chair and a Recording Secretary from within the body of appointed Trustees.

In fulfilling their responsibilities, Trustees shall collaborate with other committees as needed, particularly the Property Committee and the Finance Committee (Treasurer).

Trustees are trusted members or adherents of the Congregation. Skills, knowledge, and attributes that facilitate the work of Trustees include: familiarity with the history of WUC, commitment to the mission and values of WUC, legal and financial knowledge, and skills in analysis, decision making, collaboration, negotiation, and communication.

Financial Resources

The Trustees do not require funding to exercise their mandate.

The Trustees portion of the WUC Committee Structures document was originally approved by Council on May 9, 2017.