



Position: Chair, Governing Council Fairlawn Avenue United Church

The Position

The Chair of Governing Council:

- Supports the Governing Council (GC), as an entity, to understand and work to:
 - Fulfil its mandate and roles.
 - Understand and respond to the church's challenges and opportunities.
 - Foster and enable a collaborative working relationship with the Minister and staff, and amongst the Governing Council, in accordance with Fairlawn's Guiding Principles to ensure that both the secular and spiritual needs of the communities Fairlawn serves are understood and considered in ongoing decision making.
 - Support decisions of the GC once approved.
 - Ensures that decisions are made and carried out so that the work of the church is being done in a way that supports the congregations mission.
- With the assistance of the Operations Committee:
 - sets the agenda for the meetings of the Governing Council and Operations Committee meeting ;
 - Calls regular and special meetings, as may from time to time be required, ensuring that all members of the council are provided with notice and information
 - Ensure that mechanisms are in place so that Council /Committee /Member at Large plans are developed, communicated to Governing Council and implemented and reported on
- Approved minutes of the GC will be signed by Chair and Secretary and forwarded to the Church Office for filing in a timely manner, so that the community of faith (COF) is in compliance with the UCC bylaws, and in support of the life of the COF. Broader circulation and/or distribution of minutes is subject to communications policies which may be developed.
- Chairs the meetings of the Governing Council
- Ensure that reporting is completed. At a minimum, this will include:
 - 1) To the congregation through
 - a. the submission of an annual report, annual financial statements, and annual budget for approval at the annual general meeting;
 - b. special congregational meetings, information gatherings and other appropriate means as may be determined.
 - 2) To the United Church of Canada through
 - a. Completion and submission in a timely manner of the annual statistical report;
 - b. Compliance with the current policies and practices of Shining Waters

Qualifications and Experience

The Chair of Governing Council must:

- Be a member of the church;
- Have experience with Fairlawn Avenue United Church such that they understand both the church and the Community of Faith (collectively the 'Church');
- Have skills that are aligned with meeting the Church's needs.

Term:

The Chair of Governing Council is elected by the congregation at properly called meeting of the congregation to an initial term not to exceed three (3) years and may with their agreement be nominated for one (1) further term of up to three (3) years. Thereafter they may not take a Governing Council position for at least a year