

Policy name: duties of Executive members	Date approved: April 14, 2009 Revised: April 13, 2011 Revised: November 16, 2011
Policy type: Executive Governance	Review date: 2014-2015
Purpose of the policy: The policy outlines the expectations of members of the Executive.	

Meetings of the Toronto Conference Executive

The Toronto Conference Executive operates within a policy governance model. (2011)

Each agenda includes time to...

- worship and listen to God
- build community
- learn about governance and to develop, monitor and regularly review all policies
- evaluate how the Executive is making a difference to the life of the church. (2011)

Meetings normally held on the second Wednesday in September, November, February, April and June, at a time to be determined by the Executive rotating through the Conference and Presbytery offices (2011). Meetings do not take place in Advent and Lent. If additional meetings are required, these are normally held by conference call. (2011)

Policy Governance

The primary role of the Executive is to develop and monitor policies which enable the Conference to live out its mission: (2011)

The mission of Toronto Conference is to strengthen Congregations, Pastoral Charges, Outreach Ministries and Missions to be faithful followers of Jesus Christ.

To fulfill that mission, the Conference Executive will:

1. Make the best use of the human and financial resources available.
2. Ensure oversight and compliance within the polity of The United Church of Canada
3. Provide resources in the Presbyteries to promote the work in the following areas – program, property, personnel and public witness, with further support from the staff in the central Conference office.

The President and Executive Secretary provide in-depth training on how policy governance works within the Conference.

All policies are reviewed by the Executive on a regular basis. (2011)

Presbytery representatives

The Presbytery representatives on the Executive are elected from their Presbyteries, but have the responsibility to focus on and act in the best interests of the whole of Toronto Conference. (2011)

Each Presbytery representative comes with particular skills and interests. The Executive requires a mix of people with the following skills and interest:

- openness to change and new ways of doing the work of Christ in the Conference;
 - openness to the movement of the Spirit
 - an ability to think about the big picture and be future oriented
 - understanding of and openness to the role of the Executive
 - an ability to develop policies and monitor compliance with those policies
 - an ability to differentiate between staff and governance roles
 - an ability to work in a collaborative style*
 - be good communicators and listeners with the ability to report back to their electing Presbyteries
 - be insightful thinkers
 - have relative comfort with uncertainty and not having all the answers
 - commitment to full and active participation in the Conference Executive.
 - commitment to speaking with one voice regarding the policies and Decisions made by the Executive. Diverse points of view are important in discussion at the Executive, but when a decision has been made, everyone will speak with one voice. (2011)
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