

- Purpose** Good governance requires effective leadership. As such, the congregation of St. George's United Church elects a Chair of the Board to preside over meetings of the Board of Elders and ensures its business is conducted in an orderly and efficient fashion in accordance with the Manual of the United Church of Canada and the policies and bylaws of St. George's United Church.
- Qualifications** The Chair should:
1. Be a Full Member of the Congregation in good standing.
  2. Gifted with the appropriate gifts for ministry, specifically organization, leadership, and consensus building.
  3. Have basic computer skills such as email, Microsoft Word, etc. Knowledge of Robert's Rules of order an asset.
- Key Duties and Responsibilities** The Chair is required to:
1. Represent the Board to the congregation publicly and through regular communications.
  2. Work with the Minister and Secretary in developing an agenda prior to all meetings of the Board. Consult with other staff and members of the congregation in preparation of the agenda where needed.
  3. Preside and keep order at all meetings of the Board. If the Chair is unable to be present at a meeting, they ensure the Vice Chair presides. If no vice chair is available the Minister or another Elder on the Board may be asked to preside.
  4. Take votes and announce the results, voting only in the case of a tie.
  5. Encourage and promote attendance of Board members at all meetings. Ensure follow-through on all business of Board members.
  6. Ensure minutes are taken, and distributed by the Secretary following each meeting.
  7. Ensure the completion and distribution of the Annual Report.
  8. Act as Chair of the Annual Meeting of the congregation.
  9. Take on regular responsibilities of Eldership, such as participation in worship leadership.
- Accountability** The Chair is a member of the governing body of the congregation. They are accountable to their fellow Elders and the congregation itself at the Annual Meeting.
- Tips** Drawn from *The Church Administration Handbook*, 3<sup>rd</sup> ed, ed. Bruce P. Powers.
1. Maintain the spirit of Christian love and fellowship while presiding by conducting meetings in an orderly manner. The Chair must maintain a neutral position while presiding. If it is necessary become personally involved in debate on a question under consideration, ask an assistant to preside.

2. Be familiar with prescribed parliamentary procedure. Help members to understand parliamentary procedure without embarrassing them.
3. Insist that motions be stated and seconded before they are discussed.
4. Call on a person who makes a motion to discuss it first.
5. Encourage full and free debate. Lead members to talk through their disagreements.
6. Execute business with dispatch, making certain all matters are clear and concise. Avoid wasting time on trivialities. Bring people with differing views and perspectives together in the bond of love.
7. Alternate discussions so as to bring out both sides of a question. A member who has not spoken should be given preference over one who has. Be fair and courteous with all.
8. Respect the minority. The minority has a right to be heard even though the majority must prevail.
9. Always take the affirmative vote first. Take the negative vote next, and always take it.