

Board Duties

Board of management is made up of an elected group of members who care for the church building and finances. Board of Management meets 4 times a year, on the 4th Tuesday of Feb/May/Aug/Nov at 7.30pm at NCGP board room. Additionally, Board of management is responsible for the opening and closing of the church building each Sunday, which a team of two will be rostered onto once every 4 weeks.

All Board Members:

- Must be trained in Safe Church Unit Policy
- Attend quarterly meetings regularly and diligently
- Elect Secretary and Assistant Secretary
- Elect Treasurer and Assistant Treasurer
- Elect Property Sub Committee
- Take care of all property matters and finances
- Determine unbudgeted expenditure during the year
- Maintain all assets and equipment
- Determine working bees when required
- Oversee employment of cleaner and cleaning tasks outside of this role
- Other functions as directed by the Session or the Congregation

Specific roles:

Secretary

- Preparation of Agenda
- Recording of Minutes
- Receipt of Inward Correspondence
- Submission of Outward Correspondence (with assistance of Treasurer where applicable)
- Filing and maintaining all correspondence indefinitely
- Preparation of Annual Board Secretary's Report
- Rostering

Assistant Secretary

- Undertake the Secretaries duties when called upon to do so

Treasurer

- Arrange banking of all monies
- Payment of all accounts
- Preparation and processing of Payroll
- Remittance of third party funds to Missions
- Recording of receipts and expenditure in Cash Book/Software
- Completion of Quarterly BAS, STP and payment of PAYG and GST
- Filing and maintaining accounting records for statutory 5 years
- Preparation of periodic financial reports for Board meetings
- Preparation of Annual Board Financial Report, ACRE, Budget and Terms of Settlement and after Board & Congregational approval, attends to their submission to Presbytery and completes the ACNC Return
- Liaison with Auditor for timely presentation of Annual Reports for Annual Congregational Meeting
- Monitoring of Cash Flow needs and transfer of funds between accounts when necessary

Assistant Treasurer

- Undertake the Treasurer's duties when called upon to do so

Property maintenance committee:

- Routinely inspect the church building for damage and repairs
- Coordinate repairs and tradespeople in timely manner – in consultation with Treasurer
- Use property maintenance book to communicate with the Cleaner
- Review any new items in the property maintenance book each Sunday
- Report to BOM any building matters in quarterly meetings

Duties for a worship service:

Two board members are rostered each worship service. When rostered onto Board duty, decide between yourselves who will 'open' the church and who will 'close' the church.

Opening the church:

- Arrive to church by 8.45am
- Unlock both black sliding gates and padlock them open
- Unlock church building (often music team is already on site and has done this)
- Switch on all lights
- Set automatic doors to 'AUTO' – (passcode = 1234)
- Switch on kitchen lights and dishwasher
- Check for any rubbish or issues around the building
- Replace glass of water in pulpit with fresh glass of water
- Ensure offering box is placed on the small table near the bookshelves

Shared:

- After the service, collect offering box from small wooden table
- Count and record offerings in vestry
- Give offering to the treasurer to bank

Closing of church:

- Check the building for any damage
- Reset chairs (crudely) both upstairs and downstairs
- Tidy the church from obvious rubbish
- Take a trip in the lift (you must be inside) this keeps the lift functioning well
- Ensure the kitchen is tidy and dishwasher off and left up
- Switch off all internal lights including all toilets upstairs and downstairs
- Lock all doors and test they are locked correctly
- Set automatic doors to 'LOCKED' – (passcode = 1234)
- Lock sliding black gates

BOM meetings:

Meetings occur the 4th Tuesday in the months of Feb/May/Aug/Nov.

A meeting agenda will be circulated one week before the meeting date. If any items need to be added to the agenda, email the secretary with any details prior to agenda being circulated.

BOARD OF MANAGEMENT AGENDA

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| 1. <u>Constitution</u> | (Moderator) |
| 2. <u>Present</u> | (Moderator) |
| 3. <u>Agenda</u> | (Moderator) |
| 4. <u>Conflict of Interest</u> | (Moderator) |
| 5. <u>Apologies</u> | (Moderator) |
| 6. <u>Previous Minutes</u> | (Moderator) |
| 7. <u>Business Arising</u> | (Moderator) |
| 8. <u>Correspondence</u> | (Secretary) |
| 9. <u>Finance Report</u> | (Treasurer) |
| 10. <u>Property Report</u> | (PM committee) |
| 11. <u>General Business</u> | (Moderator) |
| 12. <u>Date of Next Meeting</u> | (Moderator) |
| 13. <u>Close</u> | (Moderator) |

Following the meeting, the secretary will circulate the minutes. These need to be reviewed for accuracy by all members of the BOM who were present. The minutes will include any items you were allocated to and need to follow up prior to the next meeting

Email protocol: At times, decisions need to be made outside of BOM meetings. In this circumstance, the secretary will send an email to BOM for voting over email. Please ensure you check your emails regularly in order to address any urgent matters.

If a board member has an issue/question/suggestion they would like to raise, it can be added to the agenda for discussion. Alternatively, if the matter is time sensitive, financial questions can be addressed directly with the Treasurer, and any other matters can be discussed with the Secretary who will circulate it to the BOM as required.