

Kennedy Road Tabernacle and Associated Ministries

Executive Committee Terms of Reference

Throughout, “Ministries” refers collectively to Kennedy Road Tabernacle Ministries, Kennedy Road Tabernacle Benevolent Association and Brampton Christian Schools, and “Board” refers to the Board of Directors of each Ministry. All references to gender shall not be restricted, but be taken to include both male and female.

1. Authority

- a) The Board is responsible for the business and financial affairs of each Ministry.
- b) The Executive Committee (“Committee”) is a standing committee of the Board established to manage the operations of the Board.
- c) The Committee shall function as stipulated in these terms of reference and shall have unrestricted access to all Ministry personnel and documents that it requires to carry out its responsibilities.

2. Responsibilities

- a) Recommend to the Board for approval, the annual calendar of the Board’s business and monitor its implementation;
- b) In consultation with the leadership of each Ministry, review the significant matters facing the Ministries and, where appropriate, require that suitable information on such matters be provided to the Board in a timely manner;
- c) Support the Chairman of the Board in setting the agenda for Board meetings;
- d) Coordinate the Board’s preparations and involvement in meetings of Kennedy Road Tabernacle Ministries’ members, as required in its Constitution and By-Law and as otherwise determined by the Board;
- e) Coordinate the Board’s annual performance evaluation and compensation review of the Lead Pastor;
- f) Plan for and coordinate orientation for new Board Members, Board education, Board self-assessments;
- g) Complete an annual self-assessment of the Committee’s endeavors;
- h) Review the Terms of Reference of the Committee biennially and as needed; and
- i) Advise the Board and carry out such other tasks, consistent with the above, as directed by the Board.

3. Membership

- a) The Committee shall be comprised of the Lead Pastor, the Chairman of the Board, the Vice-Chairman of the Board (if any), the Church Secretary, and the Chairman of the Finance Committee. The Lead Pastor and the Chairman of the Board may recommend to the Board the appointment of an additional Board Member to the Committee, provided that the number of Committee members does not exceed five (5) individuals.

4. Meetings

- a) The Committee shall hold meetings at least quarterly and on such other occasions as the Board may request and as the Committee deems appropriate.
- b) The attendance of the three Committee members, including the Lead Pastor, the Chairman of the Board or, if the Lead Pastor and the Chairman of the Board are not available, a delegate Committee member, shall constitute quorum.
- c) The Director of Finance & Administration will normally attend the meetings of the Committee.

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- d) Other Board members and other Ministry personnel may also attend meetings of the Committee when invited by the Chairman or the Lead Pastor.
- e) The Committee shall operate by majority decision. If an impasse is reached because of an evenly split vote, then the item shall be referred to the Board for resolution, where appropriate.
- f) Notice of each Committee meeting (stating the date, time, place and meeting agenda) shall be given to each Committee member and to the Director of Finance & Administration at least three (3) days before the day in which the meeting is to be held.

5. Chair of the Executive Committee

The Chair of the Committee shall:

1. Provide leadership to enhance the Committee's effectiveness by:
 - a) Serving as the principal liaison between the Committee and the Board;
 - b) Ensuring that the areas of responsibility of the Committee and of Ministry personnel are understood and respected; and
 - c) Overseeing the discharge of the Committee's responsibilities.
2. Serve as the principal liaison between the Committee and the leadership of the Ministries (Lead Pastor, School Principal, Director of Finance & Administration) to:
 - a) Set the agenda for each Committee meeting and notify Committee members and guests about the meeting; and
 - b) Oversee the process for the provision by the Leadership of the Ministries of accurate, complete and timely information on each Ministry's strategy, operations, opportunities and risks to the Committee and the Board.