

**Westbank United
Church Board**

**General Chief Executive Officers
Constraints(CET)**

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

The Chief Executive Officers shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted church, business and professional ethics.

1. No decisions shall be taken which properly belong to Church Board as provided by 7.6 of the Basis of Union and Sections 420-429 and others of The Manual, and other policies of the United Church of Canada.
2. Dealings with staff and volunteers shall not be inhumane, unfair or disrespectful.
3. Budgeting shall not deviate significantly from Church Board "Ends" priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.
4. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Church Board "Ends" priorities.
5. Assets may not be unprotected, inadequately maintained or unnecessarily risked.
6. There shall be no conflict of interest in awarding purchases, contracts or in making other decisions.
7. Information and advice to the Church Board will have no significant gaps in either timeliness, completeness or accuracy.

**Westbank United
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Personnel

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

Dealings with staff and volunteers shall not be inhumane, unfair or disrespectful. Accordingly, the Chief Executive Officers shall not:

1. Allow any employment practice that is unethical, imprudent or unlawful.
 - a. contravene the Labour Relations code of the Province of BC.
 - b. violate the Human Relations Policies of the United Church of Canada.
 - c. allow nepotism or unreasonable preferential treatment for other personal reasons influence hiring or the awarding of contracts.
 - d. enter into an employment agreement without a written, signed contract describing the conditions of employment.
 - e. fail to establish written job descriptions for each staff member.
 - f. fail to establish and make known to staff written personnel policies and procedures that are equitable, humane, and collegial.
 - g. fail to establish and make known a grievance procedure for staff which addresses their concerns regarding working conditions or treatment, policies, procedures or disciplinary actions in a timely and fair fashion.
 - h. neglect regular written and verbal performance reviews with personnel.
2. Promise or imply permanent or guaranteed employment.
3. Allow compensation and benefits for staff to deviate from the salary and benefits guidelines of the United Church of Canada.
4. Allow compensation and benefits for contract staff to deviate significantly from the geographic and/or professional market for the skills employed.
5. Create compensation obligations over a longer term than revenues can be safely projected.

Westbank United Church Board

Treatment of Beneficiaries

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

With respect to the beneficiaries of the work of Westbank United Church, the Chief Executive Officers shall not allow any conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Accordingly, the Chief Executive Officers shall not:

1. Fail to comply with privacy and personal information protection laws of the federal and provincial governments.
2. Gather personal information for which there is no clear necessity.
3. Use methods of collecting, reviewing, transmitting, or storing personal information that fails to protect against improper access to the material elicited.
4. Disclose personal information without the consent of those persons to organizations or persons outside of the United Church of Canada except when mandated or allowed to do so by law.
5. Fail to establish a clear understanding of what products and services might be available and that might not be available from BC Conference.
6. Fail to consider the importance of the emotional and spiritual health of paid accountable ministers as our church faces the challenges of our changing world.

**Westbank United
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Emergency Succession

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

In order to ensure consistent service in the event of the sudden loss of Executive Directors services, the Chief Executive Officers shall not fail to have a written emergency succession plan in place.

1. This plan must have no fewer than two other Board Members familiar with Westbank United Church Chief Executive Officers issues and processes.

In the event of the sudden loss of the services of one of the Chief Executive Officers, the other Chief Executive Officer will assume the whole responsibility for the issues and processes of the position. This will continue until such time as the Westbank United Church Board is able to appoint a second Chief Executive Officer.

1. In the case where only one Chief Executive Officer is engaged in the position and sudden loss of service occurs, the Westbank United Church Board will assume the responsibility for the issues and processes of the Chief Executive Officer position until such time as the Westbank United Church Board is able to appoint a successor or successors

Westbank United
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Communication and Support to the
Board

Policy Type: Chief Executive Officers Limitations
Adoption Date: June 20, 2006
Modification Date:
Review Date:

The Chief Executive Officers shall not permit the Westbank United Church Board to be uninformed or unsupported in its work.

Accordingly, the Chief Executive Officers shall not:

1. Permit information and advice to the Church Board to have significant gaps in timeliness, completeness or accuracy.
 - a. Let the Church Board be unaware of relevant trends, significant national policy changes, anticipated adverse media coverage, or significant changes among the ownership or beneficiaries, particularly changes in the assumptions upon which any Board policy has previously been established.
 - b. Fail to marshal for the Church Board as many staff and external points of view, issues and options as needed for fully inform the Church Board decisions.
 - c. Neglect to submit monitoring data required by the Church Board in a timely, accurate, and understandable fashion, directly addressing provisions of Church Board policies being monitored.
 - d. Present information in unnecessarily complex or lengthy form.
2. Fail to advise the Church Board if, in the opinion of the Chief Executive Officers, the Church Board is not in compliance with its own policies.
3. Fail to report in a timely manner any actual or anticipated non-compliance with any policy of the Church Board.
4. Fail to supply for the Church Board agenda any item required by law or the Manual to be approved by the Church Board.
5. Fail to report all received correspondence directly addressed to the Church Board or its officers; or fail to present for consideration any correspondence on matters falling within the job description of the Church Board.
6. Fail to include the Church Board in any public press release mailing.
7. Fail to provide adequate financial and personnel resources for the work of the Church Board, its officers and committees.

Westbank United Church Board

Budgeting

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

Budgeting shall not deviate significantly from Board "Ends" priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.

1. The Chief Executive Officers shall not fail to present a viable operating budget for the next fiscal year to the Church Board each year by its November meeting, for approval.
2. The budget format shall not deviate from generally accepted accounting principles and practices.
3. Budgets shall reflect a commitment to the long-range sustainability of the work of the Church Board.
4. Budgets will neither jeopardize nor be inconsistent with the Westbank United Church mission, long term goals and strategies.
5. Revenues and expenditures are not to be budgeted without reference to past experience and to realistic projections.
6. No budget shall be presented where expenditures are greater than a combination of revenue and other funds available for use by the Church Board's operating budget.
7. Restricted funds will not be used for purposes other than those specified by the funds' terms of reference.
8. Budgets will not transfer revenues or expenditures from other funds if the terms of the funds disallow such transfers.
9. Information to the Church Board shall not lack sufficient detail to enable the Church Board to assess the viability of the budget, nor will it exclude an articulated list of planning assumptions.
10. No budget shall remain un-amended after it is recognized that it no longer represents the Chief Executive Officers best estimates of revenues and expenditures for the fiscal year.

**Westbank United
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Financial Condition

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Westbank United Church Board "Ends" priorities.

Accordingly the Church Board will not:

1. Allow the expenditure of funds within the fiscal year to exceed anticipated unencumbered revenue for the same period of time.
2. Allow funds to unduly accumulate without being used for the purposes for which they were established.
3. Borrow money for the operations of Westbank United Church.
4. Fail to pay all liabilities for payroll, suppliers, and taxes as due.
5. Allow expenditures to deviate significantly from priorities as established by the Church Board.

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Protection of Assets

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

Review Date:

Assets may not be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Chief Executive Officers shall not:

1. Fail to insure assets against loss by fire and theft less than 100% of replacement cost.
2. Place any bank account with an institution that is not insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.
3. Invest or hold capital in insecure instruments.
4. Exclude any asset from a register of assets.
5. Receive, process or disburse funds under controls which are insufficient to meet the Church Board-appointed auditor's standards.
6. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.
7. Jeopardize the charitable tax receipt status of the Conference.
 - a. issue charitable tax receipts for organizations other than those directly related to the United Church of Canada.
8. Unnecessarily expose the Church Board, its Chief Executive Officers or staff to claims of liability.
9. Endanger the Westbank United Church public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

**Westbank United
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Grants and Loans

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

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The Chief Executive Officers may not enter into any grant arrangement that fails to emphasize primarily the Ends adopted by Westbank United Church Board.

Accordingly, the Chief Executive Officers shall not:

1. Fail to adequately inform potential applicants of the Ends to be achieved.
2. Fail to assess and consider an applicant's capacity to produce appropriately targeted, effective results.
3. Fail to regularly assess the effectiveness of grant policies against the accomplishment of Westbank United Church Board Ends.

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Investments

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

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The Chief Executive Officers will not allow the investment of Board Funds in any non-product or insecure instruments or in a manner that does not meet the “prudent person portfolio approach” standard:

1. No investments will be made that:
 - a. are not marketable;
 - b. do not trade in a recognized North American market;
 - c. fail to maximize the rate of return based on prudent judgment and subject to other provisions of this policy;
 - d. do not take into consideration the impact of inflations;
 - e. do not achieve a prudent level of diversification with respect to asset classes, market sectors, and term of interest bearing securities;
 - f. are incongruent with a socially responsible approach to investing represented by standards such as The Jantzi Social Index;
 - g. do not anticipate enough liquidity to assure the daily cash requirements of the board;
 - h. fail to consider acceptable levels of fluctuation in the investment portfolio.
2. The Chief Executive Officers shall not fail to have an investment policy, reviewed regularly, that outlines the purpose, performance objectives, level of risk, and asset allocation range of the investment portfolio.

**Westbank United
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Vendor Relations

Policy Type: Chief Executive Limitation

Adoption Date: June 20, 2006

Modification Date:

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The values of Westbank United Church are reflected in its vendor activities. Westbank United Church Board also wishes to operate at the lowest possible cost with the best value in its purchases.

Accordingly,

1. The Chief Executive Officers shall not deal with any vendor who clearly contradicts the values and ends of Westbank United Church.
2. In relations with vendors who are not excluded by the above, the Chief Executive Officers shall not:
 - a. make any purchase from a vendor which does not represent best value.
 - b. treat any vendor in an unfair or inequitable manner, nor give any preference based on any criterion other than the delivery of best value.
 - c. violate the terms of the purchase or contract agreement.