

**Canadian Association for Baptist Freedoms (CABF)  
Constitution and Governance Committee**

**Special Project to Update the CABF Governance Structure**

**Zoom Meeting on February 5, 2025**

**Resolution re: Terms of Reference for the Association Council**

**WHEREAS:**

- 1) Sections 26 to 35 of the Association By-Law #2 establish a Council for the purpose of managing the CABF between Meeting of the Members, and sections 36 to 41 deal with Meetings of Council; and
- 2) Section 32 of By-Law #2 establishes the Responsibilities of Council but contains little detail regarding the roles and responsibilities that accrue to Council beyond “management of the CABF” and “strategic and operational planning;” and
- 3) The Policy and Procedures Manual is available to record such detail;

**THEREFORE:**

***BE IT RESOLVED THAT:***

The Roles and Responsibilities of the Association Council, to be included in the Policy and Procedures Manual at the end of the section “Terms of Reference for Council,” shall be:

**Association Council Roles and Responsibilities**

Council is responsible for the management of the CABF, and is accountable to the membership for this management, including:

1. Making recommendations to General Meetings of the Association regarding policies, and programs.
2. Execution of the policies and programs approved by General Meetings.
3. Establishing and maintaining the Policy and Procedures Manual containing Association Policies, the Terms of Reference for Council, Council Executive, Officers, Committees.
4. Strategic and Operational Planning.
5. Assigning operational issues to committees for action within established policies, procedures and delegated authority or for analysis and recommendation to Council.

6. Council shall set its own schedule of meetings, meeting as necessary to undertake the business of the Association, but typically meeting every second month, with extra meetings as required to prepare for Annual General Meetings, Special Events or to work on major policy issues.
7. Members of Council shall endeavor to keep in touch with the Members and Member Churches of the Association—particularly in their own geographic area—to represent that membership at Council Meetings.
8. Council members shall be prepared to work on committees to ensure that committees are adequately representative and that they have the resources needed to undertake their mandate effectively.
9. Council shall assist the Executive in organizing the Annual General Meeting and any Special or General Meetings, including approving the agenda with sufficient lead time that notice of the meeting can be distributed to members and member churches at least 30 days in advance of the meeting for an Annual General Meeting and at least seven days in advance of a Special or General Meeting and approving the minutes of the meeting for posting on the CABF Website.
10. Council shall develop strategic plans, multi-year plans and year plans for the CABF, including plans for scheduling of retreats, workshops, information sessions, assemblies and Cross-Canada Conferences, but each of these events shall be organized by a Standing or Ad Hoc Committee of Council and not by the Executive.
11. Council shall examine major policy issues, working through ideas and proposals, determining the need for assignment to a Standing Committee or the establishment of an Ad Hoc Committee and bringing recommendations to the membership for decision at a Special or General Meeting.
12. The Agenda for each upcoming meeting of Council shall be posted on the Website. The Secretary shall take minutes at Council meetings, not including any confidential items that are discussed “in camera.” These minutes shall be distributed to members of Council and posted on the CABF Website after having been ratified at the next meeting of Council.
13. Council shall perform such other duties as may be assigned from time to time by a Meeting of the Members or which it believes are necessary to the effective and efficient management of the Association.