

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

Special Project to Update the CABF Governance Structure

Meeting with CABF Council on January 8, 2025

Resolution #2: Terms of Reference for the Association Council Executive

WHEREAS:

- 1) At its December 11, 2024, meeting, the CABF Council passed a Resolution Pursuant to Section 52 of By-Law #2: “the CABF Council hereby establishes an Ad Hoc Executive Committee of Council composed of the Officers of the Association, with the power to add as may be approved by Council from time to time.”
- 2) Further, at the same meeting, it was resolved that: “The purpose of the Executive Committee of Council shall be to plan for and facilitate the work of Council and to reduce the number of Council Meetings required and to deal with routine matters between Council Meetings. The Terms of Reference for the Executive Committee shall be approved by Council and recorded in the Policy and Procedures Manual.”

THEREFORE:

BE IT RESOLVED THAT:

The Terms of Reference for the Association Council Executive Committee shall be:

**Terms of Reference
for Association Council Ad Hoc Executive Committee (the Executive)**

1. The Council Ad Hoc Executive Committee (the Executive) shall be comprised of the President, Vice-President, Past President, Secretary, and Treasurer, with power to add from the Members of Council as may be approved by Council resolution from time to time.
2. The Executive shall deal with operational issues between meetings of Council, to reduce the frequency that Council Meetings are required, including any correspondence or requests from our members and member churches.
3. The Executive shall set its own schedule of meetings, meeting as necessary, but typically meeting at least once between Council meetings and in any month when there is not a Council meeting.
4. The Executive shall plan for Council meetings, endeavouring to set agendas that can be completed during the meeting and scheduling additional meetings as required to complete routine items or deal with special projects.

5. The Executive shall keep in touch with all Standing and Ad Hoc Committees, with each committee being contacted at least once between meetings of Council, ensuring that each committee is prepared to report at the next Council meeting. Where necessary, the Executive shall assist a committee to find additional resources to undertake its mandate.
6. The Executive shall organize the Annual General Meeting and any Special or General Meetings, including developing a draft Agenda for approval by Council 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.
7. The Executive shall work with and support the Secretary in dealing with incoming and outgoing correspondence for the Association or Association Council including all filings with the Office of the Registrar pursuant to the provisions of the NS *Societies Act*
8. The Executive shall work with and support the Treasurer with regard to filings with the Canada Revenue Agency.
9. The Executive shall lead in the development of 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.
10. The Executive shall act as a working group for major policy issues, working through ideas and proposals and bringing recommendations back to Council for discussion and action or determining the need for assignment to a Standing Committee or the establishment of an Ad Hoc Committee.
11. The Executive shall be responsible for preparation of the minutes for its meetings and shall distribute those minutes to all members of Council to facilitate communication. Items of a confidential nature that are discussed “in-camera” by the executive shall not be included in the minutes which are shared with Council. The minutes of meetings of the Executive shall not be distributed outside of Council or posted on the CABF Website.
12. The Executive shall perform such other duties as may be assigned from time to time by the President, Association Council or a Meeting of the Members.