

The Alliance Canada
Board of Directors Submission Package

“Whoever aspires to be an overseer desires a noble task.” 1 Timothy 3:1 (NIV)

The Alliance Canada seeks submissions from qualified individuals interested in being considered for a position on the Board of Directors.

The Board of Directors represents the member churches and licensed workers of the Alliance to the President, listening along with the President to the Holy Spirit to co-develop and oversee the vision, direction, and policies of the Alliance in Canada. Please refer to the Role of the Board and Duties of Directors document for further details on the position and commitment.

Members of the Board of Directors are nominated by the General Assembly Committee on Nominations and, upon nomination, are put forward for election by delegates at the General Assembly. Those elected as Directors serve a four-year term and may be considered by the Nominating Committee for a second consecutive term.

Those seeking to be considered by the Nominating Committee must be persons of exemplary character and spiritual maturity who daily seek to meet the qualifications of an overseer as taught in 1 Timothy 3:1-13 and Titus 1:5-9. Those nominated will have demonstrated capacity to provide spiritual and organizational leadership, be a Canadian citizen, and be a current member of a Canadian Alliance Church.

If you are interested in being considered for a Director of the Alliance position, please review the submission requirements below and submit your submission package by December 15, 2023. Submissions should be sent to the attention of the General Assembly Nominating Committee at assemblycommittees@cmacan.org.

Checklist for Submission:

Please submit the following documentation to be considered by the Nominating Committee for a position as Director with the Alliance:

- Resume or CV** – Please provide a resume or CV outlining present vocational involvement, education, relevant career, board and/or ministry experiences (volunteer and paid), and other applicable skills and strengths.
- Personal Profile** – Please provide a 500-word profile containing your Christian testimony, passion/life goals, spiritual gifts, and information about your family.
- Attestation of membership** – Please complete the provided form, which attests to your membership with an Alliance Church in Canada.
- Letter of Recommendation** – Please provide a letter of recommendation from the Senior/Lead Pastor of the Alliance Church you are a member with or from your District Superintendent (if a licensed Alliance worker).
- Declaration of Not Being an Ineligible Individual** – Please complete the provided form indicating that you are not ineligible to serve as a Director with the Alliance.
- Affirmation of C&MA distinctives** – Please sign the affirmation form for the C&MA’s mission, vision, statement of faith, doctrine, and position statements.

Submissions will be acknowledged upon receipt. The Nominating Committee will review submissions, and those they discern fit the current needs of the board will be contacted for an interview and further follow-up. Submissions are kept on file for four years and considered for future nomination.

Role of the Board and Duties of Directors

Board of Directors Policy and Procedures Manual Section 2.2.3. – Role of the Board

The Board shall:

- 2.2.3.1 Act within the authority set out in General Operating Bylaw No.3 and the policies and regulations as found in the current edition of the Manual of The Christian and Missionary Alliance and the internal policies of the Board of Directors as approved from time to time.
- 2.2.3.2 Represent the General Assembly to the President and in doing so to listen to the voice of the Holy Spirit speaking through General Assembly, the President, directors, and personnel.
- 2.2.3.3 Develop, monitor, and amend from time to time a matrix of roles and responsibilities of both the President and the Board of Directors, assigning each of them respectively.
- 2.2.3.4 Co-develop, articulate, revise, and adopt the vision of the Alliance cooperation with the President.
- 2.2.3.5 Establish Executive Limitations, Ends Statements, and Performance Indicators, leaving the means to the President.
- 2.2.3.6 Act with due diligence to monitor denominational ends, and to ensure adherence and alignment of strategic directions and operational outcomes.
- 2.2.3.7 Evaluate the performance of the President annually.
- 2.2.3.8 Develop and maintain investment policies that include the establishment/maintenance of acceptable levels of risk.
- 2.2.3.9 Engage individuals with sufficient specialized proficiency to invest the funds of The Christian and Missionary Alliance.
- 2.2.3.10 Approve an annual budget, monitor financial performance, and perform regular corporate audits to ensure that The Christian and Missionary Alliance is meeting the requirements of its own incorporation documents and policies, and those that may be enacted from time to time by government or regulatory authorities.
- 2.2.3.11 Ensure that each director fulfills the fiduciary obligations of their directorship by acting prudently as a good steward of The Christian and Missionary Alliance.
- 2.2.3.12 Elect its chair and vice-chair.
- 2.2.3.13 Evaluate its own performance by continually and regularly defining its role as described herein, establishing its goals and working towards the accomplishment of its goals.
- 2.2.3.14 Review and approve the President's Strategic Plan annually.
- 2.2.3.15 Annually monitor achievement of organizational Ends.

Board of Directors Policy and Procedures Manual Section 2.2.4. – Duties of Directors

- 2.2.4.1 To exercise the care, diligence and skill of a reasonably prudent person and use conduct that may reasonably be expected from a person of such knowledge and experience as the individual director.
- 2.2.4.2 To hold the materials, processes, and deliberations of the Board in strictest confidence.
- 2.2.4.3 To make decisions for the best interest of The Christian and Missionary Alliance and its constituents ahead of personal interests.
- 2.2.4.4 To preserve the integrity and reputation of The Christian and Missionary Alliance.
- 2.2.4.5 To act cautiously and anticipate probable consequences of any decision.
- 2.2.4.6 To function with respect, integrity, honesty, and good faith ensuring there is no inappropriate conflict of interest; with the understanding that the resolution of a conflict of interest is based on the proposition that no director may profit from the position of director at the expense of The Christian and Missionary Alliance.¹
- 2.2.4.7 Directors who do not attend two or more consecutive meetings, in whole or in part, shall be asked to determine if they wish to resign. Upon missing a third meeting, in whole or in part (consecutive or otherwise), the director shall be deemed to have abandoned their directorship.
- 2.2.4.8 It is acknowledged that directors will have differing views on several issues as they are discussed within Board meetings. However, it is the responsibility of each director to speak in agreement with the ultimate decision of the Board on any matter, or not to speak to the matter at all.
- 2.2.4.9 From time to time there will be opportunity to serve on subcommittees or working groups of the Board. This may require additional meetings many of which happen in proximity to the face-to-face Board meetings or by electronic means.
- 2.2.4.10 It is expected that directors will read and be familiar with all materials provided in advance of any meeting, the contents of the Manual of The Christian and Missionary Alliance and all other appropriate materials.
- 2.2.4.11 Each director must sign a Confidentiality Agreement for Board Members.

¹ For more on Conflict of Interest, see General Operating Bylaw No.3 Article 6.16

**The Alliance Canada
Attestation of Membership**

The following form is to be completed by the Chair or Secretary of the Board of Elders of the local church of which the person being considered by the Nominating Committee for a position as Director with the Alliance is a member.

I _____ (Chair or Secretary of the Board of Elders)

attest that

_____ (person being considered for a Director Position)

is a member in good standing of

_____ (full church name)

where they have been a member since

_____ (date or year accepted into membership).

Signature

Position on Board of Elders

Date



The Christian and Missionary Alliance in Canada Declaration of Not Being an Ineligible Individual

I, _____, serving in the capacity of Director with The Christian and Missionary Alliance in Canada, registered with Canada Revenue Agency as BN 133063859RR0001, declare that I am not an ineligible individual as defined in Subsection 149.1(1) of the Income Tax Act, RSC 1985, c. 1 (5th Supplement) by affirming all of the following statements:

1. I do not have an unpardoned criminal record either in Canada or internationally, involving financial dishonesty, tax evasion, theft, fraud, or other offences involving breaches of the public trust; and
2. In the previous five years, I have not been found guilty of a relevant offence either in Canada or internationally. A relevant offence is a noncriminal offence either specifically relevant to the operation of a particular charity or is an offence of financial dishonesty contravening any noncriminal laws such as breaches of legislation for charitable fundraising, consumer protection, or securities regulation; and
3. In the previous five years I have not been a director, trustee, officer, like official, or an individual who controlled or managed either directly or indirectly in any manner whatever, a registered charity during which time the charity engaged in conduct which resulted in the registration of the charity being revoked; and
4. In the previous five years I have not been a promoter of a tax shelter for which involvement the registration of a charity was revoked.

I acknowledge that any dishonesty on my part as to the truth of this declaration:

- may result in a one-year suspension of The Christian and Missionary Alliance in Canada to issue official receipts as authorized by Canada Revenue Agency; or
- may result in the charitable status the Christian and Missionary Alliance in Canada being revoked by Canada Revenue Agency; and
- will result in the immediate termination of my role with The Christian and Missionary Alliance in Canada, whether I am an employee or volunteer.

Signature

Date

Witness



The Christian and Missionary Alliance in Canada

C&MA BOARD OF DIRECTORS COMMITTEE MEMBER'S AFFIRMATION

I affirm my endorsement of the C&MA Mission Statement, Vision Prayer, the Statement of Faith, the doctrinal distinctives of The Christian and Missionary Alliance in Canada, and the Position Statements located in the C&MA Manual. I further affirm that I will support and adhere to these during my service as a C&MA Board of Director committee member.

Name of Committee you have been nominated/appointed to serve on:

Full Name _____
(Please Print)

Nominee (Signature) _____
Date

Full Name _____
(Please Print)

Witness (Signature) _____
Date