

## **DESCRIPTION OF RESPONSIBILITIES OF OFFICERS, COUNCIL, BOARD AND COMMITTEE MEMBERS**

Name of Office, Board or Committee

### **RESPONSIBILITIES OF VICE-PRESIDENT OF CONVENTION**

Five names are presented to Convention assembly as nominees for the position of Vice-President. Of these one is chosen. He/She will then serve a three year period on the Executive and Council of Convention. The Council meets four times a year: September, November, April and August. The September, November and April meetings consist of three days each (Thursday to Saturday). The August meeting is the morning of the Wednesday of Convention week. The Executive usually meets in April for part of a day before Council meets. There may be additional meetings of the Executive as the need arises but these are rare. The Vice-President serves as Chair of the Convention Assembly Program Committee.

Since the Council of Convention is operating by Policy Governance, all nominees for Vice-President should be prepared to learn how Policy Governance works so that they can fulfil the role of the Chair under Policy Governance (3.1.5., Chair's Role).

During the year when one is Vice-President, he/she may be called upon to serve in place of the President as needed.

The Vice-President normally becomes the President of Convention after serving as Vice- President for one year. The President chairs meetings of the assembly and Council and may be called upon to represent the denomination at special functions. Other denominations sometimes invite observers to their assemblies as we do to ours. The President is also invited to various board meetings within the Convention such as the Board of Ministerial Standards and Education, Canadian Baptist Ministries, etc.

The position of President is somewhat flexible and he/she may take as much work load as desired. During the year the President may be invited to a number of churches as speaker. There is an item in the Convention budget for travel expenses of the President.

The Past President of Convention serves as chairman of the Nominating Committee as well as continuing on the Council.

## **DESCRIPTION OF RESPONSIBILITIES OF OFFICERS, COUNCIL, BOARD AND COMMITTEE MEMBERS**

Name of Office, Board or Committee

### **COUNCIL OF THE CONVENTION OF ATLANTIC BAPTIST CHURCHES**

Purpose of Council

The Council of Convention has adopted Policy Governance as the way of carrying out its mandate effectively. The Council as the agent of the Assembly of Convention shall hold itself, the Executive Minister and the Subsidiary Boards accountable for:

- 1) contributing to the accomplishment of the purposes of the Convention as expressed in the Ends Policies;
- 2) operating within the values of the Convention as expressed in the Limitation Policies;
- 3) carrying out the mandate given to them by the Assembly of Convention. The main pathway for the Council to carry out this accountability function is through the Executive Minister of the Convention (Policy 1.1.2., second paragraph).

Times of Meeting

The Council will normally meet four times each year in different locations throughout the Atlantic Provinces, one of which will coincide with the annual assembly of the Convention. The September, November and April meetings are usually three days in length (Thursday noon to Saturday noon). The Assembly meeting is half a day (usually Wednesday morning).

Mandate of Council

- (a) Provide visionary and strategic leadership.
- (b) Develop the Ends (Purpose) Policies that express the purposes of the Convention and the Executive Limitations Policies that express the values of the Convention.
- (c) On behalf of The Convention, hold the Executive Minister and the Subsidiary Boards accountable for:
  - 1) contributing to the accomplishment of the purposes of the Convention as expressed in the Ends Policies,
  - 2) operating within the values of the Convention as expressed in the Limitation Policies, and
  - 3) carrying out the mandate given to them by the Assembly of Convention. The main pathway for the Council to carry out this accountability function is through the Executive Minister of the Convention.
- (d) Encourage the churches to contribute to the accomplishment of the Convention as expressed in the Ends Policies
- (e) Oversee the financial affairs of The Convention and the drawing of the budget for Assembly.
- (f) Report annually to The Convention meeting in assembly regarding the achievement of its work in the above areas.

The Council will appoint Working Groups as needed for specific purposes and for defined periods of time. Members of these groups will be selected on the basis of their interest and expertise. By decision of The Council a Working Group may work with or under the supervision of a Senior Staff member, a member of The Council, or a Chairperson appointed by The Council.

Members of Council

Members of the Council of Convention should be persons interested in governing effectively through the development of policies and monitoring of their implementation.

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Name of Office, Board or Committee

**PENSION AND INSURANCE BOARD**  
(formerly Board of Ministers' Annuity Fund)

Purpose of Office, Board or Committee

The Pension and Insurance Board is an incorporated Board whose mandate is to administer a Convention Retirement Plan and a Group Insurance Plan or Plans for Convention employees, pastors and others.

Gifts and Skills

- The Board would like to have a good mix of members (gender)
- Some financial skills are very helpful for the work of the Board, especially in the investment field.
- The Board also needs members who are part of the Convention Retirement and Insurance Plans.

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**ATLANTIC BAPTIST MISSION BOARD**

Purpose of Office, Board or Committee

The task of the Board is to represent the CABC through the Council of Convention in ensuring that a central guiding vision is maintained in the areas of evangelism, church planting, ethnic ministries and special mission projects. To fulfill this mandate the Board sets written policies, monitors the Director's performance in terms of Executive Limitations Policies and End Policies.

The Board will govern with an emphasis on:

- (1) outward vision rather than internal preoccupation;
- (2) encouragement of diversity in viewpoint;
- (3) strategic leadership more than administrative detail;
- (4) clear distinction of Board and Director roles;
- (5) collective rather than individual decisions;
- (6) future rather than past or present;
- (7) proactivity rather than reactivity.

The Board meets for 2.5 days in September, February and April in Saint John at the Convention office (normally on week days).

Gifts and Skills

This Board requires people who are committed to the tasks outlined above and who are willing and able to devote time to the Board meetings. They should be people who can learn to work under a Policy Governance model and not be concerned about wanting to micro manage the ministry of the Board. Board members should be forward thinking, proactive individuals, who have good written and verbal communication skills. Each individual should have proven leadership ability and be a good team player who works well with others. It would be helpful to have people who may have some experience in one or more of the areas mandated by the Convention Constitution ie. evangelism, church planting, ethnic ministries and special mission projects.

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## DESCRIPTION OF RESPONSIBILITIES OF OFFICERS, BOARD, COMMITTEE AND COMMISSION MEMBERS

Name of Office, Board, Commission or Committee

### BOARD OF MINISTERIAL STANDARDS AND EDUCATION - MEMBER

Purpose of Office, Board, Commission or Committee

To guide individuals in preparing for ordained or lay pastoral ministry, including communicating and enforcing educational and other standards. Approval by the Board is necessary for Convention-accredited Ordination or Recognized Convention Lay Pastoral ministry. Written allegations of professional misconduct against credentialed pastors are also brought before this Board.

Times of Regular Meetings (including usual length) and location:

*October* - Normally the Tuesday-Thursday prior to Thanksgiving. Location may vary but currently in Sackville New Brunswick. Beginning at 1:00 pm the first day and usually ending around 3:30 p.m. on the third day, the primary interviewees for this meeting are LPTP students seeking to be Recognized Convention Lay Pastors.

*February/March* - Normally a Tuesday-Thursday in late February and currently in the Wolfville, Nova Scotia area. Beginning at 1:00 pm the first day and usually ending around 3:30 p.m. on the third day, the primary interviewees for this meeting are Candidates for Ordained Pastoral Ministry in their final year of studies seeking an exit interview with the Board.

*April* - Normally a Tuesday-Thursday in late April and currently in the Wolfville, Nova Scotia area. Beginning at 1:00 pm the first day and usually ending around 3:30 p.m. on the third day, the primary interviewees for this meeting are Church Licentiates seeking acceptance as Candidates for Ordained Pastoral Ministry.

Responsibilities of persons in this position:

To meet with the Board at the above designated times for the purpose of interviewing candidates concerning ministry. The full Board or a committee of the Board may also meet via conference call and/or at times and places deemed necessary by the full Board or by its Executive (i.e. the Chair, Vice-Chair, two additional Executive Members of the Board and the Executive Minister) to respond to allegations of professional misconduct or for follow-up with applicants.

To have a working knowledge of the complete Regulations Concerning the Ministry (see [www.baptist-atlantic.ca/departments/executiveminister/regulationsministry](http://www.baptist-atlantic.ca/departments/executiveminister/regulationsministry)), plus the Protocol for Cases of Professional Misconduct (see [www.baptist-atlantic.ca/departments/executiveminister/professionalmisconduct](http://www.baptist-atlantic.ca/departments/executiveminister/professionalmisconduct)). These are the Convention's mandate for the Board.

To be willing and prepared to conduct the primary interview for 2-4 applicants (depending on the number of applicants per meeting). Candidate Applications will be sent to Board members prior to the meeting. The entire Board is responsible for rounding out each interview.

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**DESCRIPTION OF RESPONSIBILITIES OF  
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**BOARD OF GOVERNORS, CRANDALL UNIVERSITY**

Statement of Faith

Attached

Statement of Moral Standards

Attached

Times of Meeting

Commitment to the CU Board requires a high level of engagement demonstrated in part by faithful attendance at meetings. Board meetings occur no less than three times a year, with possibility of additional meetings. The current schedule of Board meetings includes September (Friday to Sunday noon – normally last weekend of the month); February (Friday to Sunday noon – normally third weekend of the month); and June (normally third Thursday of the month.)

Every Board member is appointed to a Committee of the Board or to the University Senate. Committee work requires two to five meetings per year in addition to Board meetings. Some meetings are held in conjunction with Board meetings, but not all. Committee meetings are normally three to four hours in length and are held in the morning or afternoon. Provision is made for committee members to join meetings by teleconference or Skype internet connection.

Board and Committee meetings are normally held in Moncton with one Board meeting that moves from place to place in order to connect with various stakeholder groups (churches, alumni, major donors etc.)

Responsibilities/Expectations of Persons Serving on the Board

Attendance at meetings

Materials read in advance of meetings

Constructive participation in Board discussions

Attributes that support participation include an inquiring mind, independent judgment, and an ability to speak articulately and succinctly.

Loyalty to Board decisions

Uphold the University in prayer

Financially participate in annual fund

Promote the University within:

- a. Personal network of friends/associates
- b. Local church and Association
- c. Broader constituency

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## Crandall University's Statement of Faith

1. **God:** There is one God, eternally existent in three persons: Father, Son and Holy Spirit. In the Godhead these three persons are equal and united in essence and perfection. They execute distinct but harmonious offices in the great work of redemption.
  - a) God is Father to all people in the general sense of Creator and Sustainer of the universe. He has fatherly compassion for all humanity. God is Father, in a personal sense, to all who profess faith in His only begotten and unique Son Jesus Christ.
  - b) Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious death once for all time, bodily resurrection and ascension, mediatorial work before the Father and the blessed hope of His personal return in power and glory.
  - c) The Holy Spirit is the third person of the Godhead who proceeds from the Father and the Son. The Holy Spirit convicts humanity of sin, righteousness and God's judgement, calls people to repentance and faith in Jesus Christ, indwells and enables the believer to live a holy life, and empower the believer to witness and to work for the Lord Jesus Christ.
2. **The Scriptures:** The Holy Scriptures of the Old and New Testaments have their authority from God alone, and are given to us by divine inspiration. They are the only perfect, supreme, infallible and sufficient standard for all matters of faith and conduct. They have been carefully preserved by the providence of God through the work of faithful believers.
3. **Humanity:** Humanity was created sinless. By the disobedience of the first man and woman sin entered the human race. Through this disobedience, all humanity is born sinful, under the curse of condemnation and death, in need of repentance and forgiveness.
4. **Salvation:** The salvation of lost and sinful humanity is possible only through the merits of Jesus Christ and His substitutionary death on our behalf. Salvation must be received through repentance and faith apart from works. It is characterized by regeneration by the Holy Spirit.
5. **The Church:** The Church consists of all true believers in the Lord Jesus Christ. The Bible also identifies the local Church as an assembly of baptized believers organized for worship, discipleship, outreach and service to others for God.
6. **Resurrection and Judgement:** There will be a general resurrection of the bodies of the just and the unjust. God will judge all humanity. Those who are saved will live eternally in God's presence. Those who are lost in sin will receive eternal condemnation.

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**STATEMENT OF MORAL STANDARDS**  
**Lifestyle and Ethical Standards Covenant**

Every community has standards. As a Christian community, Crandall University upholds Christian standards of behavior to which faculty and staff are required to conform. These standards derive not only from the Christian scriptures, but also from the culture of the supporting evangelical constituency.

The staff and faculty of Crandall University freely covenant together:

1. To be truthful and honest in all communication; (Exodus 20:16; Ephesians 4:25)
2. To be respectful of one another in action, conversation, and treatment of University and personal property; (Romans 12:10; Exodus 20:15,17)
3. To be sexually pure, refraining from such activities as adultery, fornication, homosexuality, and the use of pornographic materials; (Exodus 20:14; I Corinthians 6:18-20; Ephesians 5:3)
4. To be upright in speech, refraining from blasphemous and vulgar language; (Exodus 20:7; Ephesians 5:4)
5. To affirm Christ's pre-eminence in our lives, refraining from all involvement in the occult; (Lev. 19:31; 20:6; Deut. 18:9-13; Matthew 6:33; Acts 16:16-18)
6. To be exemplary in personal habits, refraining from such activities that could result in personal offence or repercussions for the University in its policies; (Romans 14:13-22; Proverbs 23:20-21; Proverbs 20:1; Ephesians 5:18)
7. To be committed to Christian standards in all aspects of life, including entertainment choices. (I Corinthians 10:31-33; I Timothy 6:11)

Accepting or continuing employment at Crandall University implies a willingness to live within the confines of this covenant, not as a sign of total agreement with every point, but as evidence of respect for the greater group and a desire for the common good.

Failure to fulfill covenant obligations could result in gentle rebuke for correction, restorative and/or disciplinary action (Galatians 6:1). (see reverse side).

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## **Process For Restorative or Disciplinary Action\***

Depending on the nature and extent of the violation or breach, CU will attempt to bring about the restoration of the individual in order to maintain a working relationship within the organization. The “discipline” procedure allows for a three-stage process, the second and third stages being at the total discretion of CU.

The first stage of discipline is the “restorative” process. Depending on the nature and severity of the breach or violation, the “restorative” process may include gentle rebuke which clearly identifies the offensive action and which is intended to elicit repentance by the employed individual in response to the conduct which has created complaint.

In the second stage of discipline, CU may recommend that the employee undergo professional counseling and assessment and, in addition, may apply a probationary period of employment to allow for the correction of the conduct or behavior of the employee. When restoration is deemed complete and is determined to be successful, as determined at the sole discretion of CU, then CU will provide ongoing support and accountability for the individual employee.

The third stage of discipline is the termination of the working relationship between the employee and CU. Whereas serious violation of this policy by an employee is recognized by CU and the employee as a fundamental breach of the relationship, the employee accepts that CU, at its sole discretion, may terminate the relationship without notice or compensation.

*\*Adapted with permission from CCCC  
August 2001*

“Members of the Board of Governors, in having approved this Statement of Moral Standards to which faculty and staff are required to conform, are expected to live within the confines of this Statement as evidence of their identity with, and support of, the mission of the University.”

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**DESCRIPTION OF RESPONSIBILITIES OF  
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Name of Office, Board or Committee

**BOARD OF TRUSTEES, ACADIA DIVINITY COLLEGE**

Purpose of Office, Board or Committee

The Board which is appointed by the Convention, and has the right to report to the Convention, is responsible for the College's financial policies, government, management, and control, including its property, officers, faculty, for the appointment of the college Senate, and through the Senate, for the academic welfare of the College.

Times of meeting (including usual length) and where

Mid October, mid February and mid May, normally for one day on each occasion, (normally on a week day) from 9:00 a.m. to 4:00 p.m. The meetings are held in Wolfville, N.S. Members of the Executive Committee meet once or twice between Board meetings.

Responsibilities of persons in this position

1. To hear reports from the Principal, Business Officer and Director of Development, and respond.
2. To consider recommendations from the Faculty and Staff Committee on Faculty appointments, from the Senate on academic matters, from the Finance Committee on budgets, etc. and from the Executive Committee on policy issues.
3. To give, and advocate, support for the College personally, regionally, and denominationally.
4. To make decisions concerning the College's present and future developments.
5. To contribute positively to the College's relationships to the Convention and its churches, to Acadia University, and to theological education in Atlantic Canada, the wider North American context, and in the training of international Christian leadership. For such a task, theological awareness, Baptist convictions, academic and business acumen are excellent and desirable qualities.

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Name of Officer, Board or Committee

**BOARD OF GOVERORS OF ACADIA UIVERSITY**

Qualifications to Seek in Recruiting New Trustees\*

Serving as a trustee signals achievement, accomplishment, influence, success, selflessness, prestige, and many other things we value in our culture. Although many citizens think they would like to serve on a board, trusteeship is not – and should not be – for everyone. Enormous responsibilities accompany each and every appointment. Further, the sheer size and complexity of most colleges and universities require that only the most able, committed, deserving, and experienced citizens be considered. Finding the best individuals cannot be done haphazardly. There are essential and specific qualifications that should be sought in candidates. Among them, in no particular order of importance, are the following:

- Experience with large, complex organizations and an understanding of how to interpret the financial condition of such organizations.
- An ability to recognize the sometimes ambiguous distinction between management and governance.
- A record of particular interest in higher education that presumes a deep understanding of its place in our diverse society, particularly some connection with the institution they may be privileged to serve as a board member – for example, as a member of the alumni board.
- Intelligence, wisdom, breadth of vision, and a record of independent judgment.
- An inquiring mind and an ability to speak articulately and succinctly.
- A capacity to function within a collegial group as a team member; to be a good follower as well as a leader.
- A record of accomplishment in his or her life, career, and profession.
- A record of understanding of the importance of advocacy and philanthropy in ensuring institutional vitality, responsiveness, and progress in meeting private and public needs.
- The time and energy required to be a conscientious and attentive board member.
- Willingness to forego partisan political activity in trustee service that could prove detrimental to the institution's and the board's reputation as fundamentally non-partisan enterprises.
- An ability to consistently sustain a total institutional perspective in his or her and the board's work, without allegiance or commitment to anything except the good of the institution.

\* from "New Trustee Orientation" by Richard T. Ingram, p.16

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**ACADIA UNIVERSITY**

**Responsibilities of the Board of Governors and its Members (Revised October 1, 2004)\***

The Board of Governors is constituted as described in Chapter 134 of the Statutes of Nova Scotia 1891, as amended. The powers of the Board of Governors are outlined in the By-laws.

Board members are appointed by various groups (Alumni, Baptist Convention, Faculty, and Students & Government) with varied interests and perspectives on Board matters, and they bring those perspectives to Board meetings. This diversity represents a key strength of an effective Board. A member's key responsibility is to the University as a whole.

Each Board member, no matter how he or she comes to be a member, has a fiduciary duty while functioning as a member of the Board and Board Committees.

As fiduciaries, each Board member owes:

- a duty of loyalty - to act solely in the interests of the University and forgo conflicts of interest; and
- a duty of care - to act in good faith and with a degree of diligence, care and skill possessed by an ordinary person made under similar circumstances.

The following guidelines are intended to assist Board members in the execution of their responsibilities and powers.

**THE BOARD AND ITS MEMBERS SHOULD:**

**A. KNOW THE CONTEXT**

1. Make every effort to understand and support the mission of the University and ask how proposals and decisions advance that mission, and how progress will be measured.
2. Make every effort to become and remain familiar with trends in governance and post-secondary education.
3. Ensure the University develops and implements strategic planning.
4. Be aware of the difference between matters of policy (Board responsibility) and matters of administration (President's responsibility). Matters of policy may be defined as general rules or principles, or a statement of direction or intent, which provide guidance to the President and senior academic administrators in reaching decisions with respect to the particular matters entrusted to their care.

**B. PARTICIPATE ACTIVELY**

5. Regularly attend board meetings, actively participate in board discussions and deliberations, and contribute to the board's capacity for making informed and thoughtful decisions.
6. Serve on at least one board committee.
7. Participate in the life of the University by attending campus events and activities.
8. Promote the University to prospective students, alumni, potential donors, elected officials, and the public at large.

9. Model a commitment to fund-raising by establishing a pattern of regular giving to annual solicitations and special campaigns.

### **C. EXERCISE DUE DILIGENCE**

10. Monitor the execution of policy with respect to the goals enunciated in the strategic plan and mission statement of the University.
11. Act with integrity, independence and the good faith of a reasonable individual to promote the best interests of the University, bringing due care, diligence, and competence to that task.
12. As a component of due diligence, expect regular reports on various responsibilities of the University from the President and question the President and members of the senior University administration on the implementation of policy to meet the University's statutory obligations to ensure accountability and limit risk.

### **D. PROTECT THE INTEGRITY OF THE UNIVERSITY AND THE BOARD**

13. Protect, and defend to the public and government, the autonomy of the University.
14. Ensure the independence of the Board by focusing on the best interests of the University, rather than those of a constituency or individual.
15. Maintain confidentiality with respect to matters disclosed to and/or discussed by the Board. Discretion will strengthen and sustain Board governance, maintain public confidence in the administration of the University, and maintain respect for the position of the President.

### **E. BE CLEAR ON COMMUNICATION**

16. Foster openness and trust among the members of the Board, the administration, the faculty, the staff, the students, the provincial government and the public.
17. Interpret the needs and perspectives of society and the larger community to the University to ensure that new developments and long-term trends are explored.
18. Maintain respect for the opinions and perspectives of Board colleagues and University officers and exercise fairness and reason in disagreement or criticism.
19. Once a decision is taken after a fair and objective hearing of differing opinions on issues before the Board, stand united in defense of the Board, the University and its policies.
20. Recognize that the only spokesperson to the media for Board matters is the Chair of the Board or the Chair's express delegate and that the only spokesperson for the senior administration to the media on Board matters is the President or the President's express delegate.
21. Communicate promptly and clearly to the Chair or the President any significant concern, complaint, or issue requiring resolution and let them deal with it. Refer any request for information from any member of the University community to the Board Chair or the Board Secretary.

### **F. AVOID CONFLICTS OF INTEREST**

*A conflict of interest arises when a Board member exercises an official power or performs an official duty or function and, at the same time, knows that, in the performance of this duty or function or in the exercise of power, there is the opportunity to further a private interest. Further, there is an apparent conflict of interest when there is a reasonable perception that the Board member's ability to exercise an official power or perform an official duty or function will be or was affected by a private interest. (See By-Law 1.1 and 5.5 dealing with Conflict of Interest).*

22. Avoid all real, potential, and apparent conflicts of interest.
23. Where a conflict of interest arises, make full disclosure of the conflict and seek to resolve it in the best interest of the University.
24. Withdraw from Board or Committee deliberations and abstain from voting on any motion pertaining to the approval of a matter in which the individual has a direct interest.

**G. GOVERNANCE**

25. Provide for periodic assessment of Board performance.
26. Provide for annual performance evaluation of the President.

\* Original document found in Report on a Proposed Governance Structure, Appendix D, and adopted by the Board of Governors on February 7, 2000.

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**ATLANTIC BAPTIST FOUNDATION**

Purpose of the office, Board or Committee

To provide financial services for the benefit of the Churches, Council and Agencies of the Convention of Atlantic Baptist Churches.

Board Meetings

There are usually three Board meetings held each year.

The Annual Meeting is held in Nova Scotia before the end of March.

There is a meeting prior to Convention Assembly (late July or early August and a Fall meeting in October. These meetings take place at The Spencer Home, Moncton, NB)

The duration of meetings is usually 4 – 6 hours (Noon lunch provided)

The Executive Committee meets more frequently as necessary.

Responsibility of Directors

To faithfully attend all meetings

Become knowledgeable of the policies and procedures

Represent the Convention of Atlantic Baptist Churches

Promote the mandate of the Foundation in their Church, Association and Region

Contribute to the management of the Foundation's operations

Be prepared to co-operate and accept assigned responsibilities

Nov. 2006

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Name of Office, Board or Committee

**ATLANTIC BAPTIST SENIOR CITIZENS' HOMES, INC.**

Summary of Nature and Work of the Board

The Atlantic Baptist Senior Citizens' Homes, Inc. owns a number of facilities providing care and service to seniors in the provinces of New Brunswick, Prince Edward Island and Nova Scotia.

The business and affairs of this Corporation shall be managed, directed and controlled by the Board of Directors.

The Board of Directors will exercise its full responsibility to assure the good reputation and faithful ministry of each facility to the Glory of God. The Board will emphasize a concern for the quality of life as well as the length of life and assure each facility is administered for the benefit of the whole person, spiritually, emotionally and physically.

Summary of Gifts and Skills of Board Members

- Commitment to seniors
- An ability and availability to coordinate services to seniors in the community
- Willingness to facilitate in the oversight of operation relating to a specific facility, when necessary
- Availability to attend regularly scheduled Local Advisory and Board of Directors meetings
- Interest in being part of the decision making process, both at the Local Advisory and Board Levels

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**BAPTIST HISTORICAL COMMITTEE**

Purpose of Office, Board or Committee

To collect, sustain and reproduce various historical resources of our Baptist Heritage. The Board also appoints the members of the Baptist Heritage Series Editorial Committee.

Times of meeting

One Annual meeting in October with a get together session at Convention and other meetings as necessary.

Responsibilities of persons in this position

To decide on the use of the budget of the committee, to respond to issues important to the history of Baptists, to encourage authors and collectors of material and to seek to share enthusiasm for our history with our people.

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**DESCRIPTION OF RESPONSIBILITIES OF  
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**CHRISTIAN ACTION FEDERATION OF NEW BRUNSWICK**

Nature and Work of CAFNB Board

CAFNB is an interdenominational, evangelical body of concerned people committed to the education and encouragement of individuals so that all levels of society may have sound reasons for making wise decisions relating to alcohol, drugs and other social issues.

Focus is on education in schools, churches, camps, and community groups. CAFNB believes a spiritual resource is vital in coping with the tensions of modern day living.

Objectives are met:

Through education:

- teach the effects of the use of alcohol and drugs with an emphasis on prevention and peer pressure reversal skills.
- address social issues which are pertinent to this generation.

Through networking:

- seek to raise governmental awareness regarding the seriousness of alcohol, drugs and other social problems facing society.

Desired Qualities in CAFNB Board

Board members meet quarterly and attend the Annual Meeting. They give guidance and help concerning the most effective ways of fulfilling our purpose. Board members help to raise awareness in the areas of publicity and financial concerns.

These members see the importance of addressing issues pertinent to today and encourage the Executive Director in using both sound reasons and a biblical perspective.

Board members should desire to be salt and light throughout NB by upholding Christian values in the public square. *Speak the truth in love.*

Male and female board members from around the province are appreciated.