



"THAT ALL MAY BE ONE"

Finance & Administration Division

MANDATE: The Finance & Administration Division has oversight over the following: Budget, Extra Appeals, Archives, Cross Boundary Issues, Fairfield Museum and monitoring the financial health of London Conference.

COMMITTEE MEMBERSHIP: The Finance and Administration Division consists of a Chair, the Conference Treasurer, a Secretary, the Chairs of Property, Archives, and Incorporated Ministries committees, a Staff Person to provide support, and others as deemed necessary.

SKILLS AND GIFTS: Committee members should have experience with and/or an interest in administration activities within London Conference.

EXPECTATIONS & TERM OF OFFICE: All positions are three-year terms. The Division meets 3-4 times per year.

NUMBER OF POSITIONS CURRENTLY OPEN: Four.

1. **PROPERTY REPRESENTATIVE:** To deal with property sales and ownership, acting as Conference contact with presbyteries in matters involving the sale of real and personal property.

Background Information: London Conference, through the Finance and Administration Division, has the responsibility to approve the disposition of assets from congregations and pastoral charges. Also, London Conference established the 'Archive Capital Fund' at the 2008 Annual Meeting. This is a fund that anticipates capital costs in 2015 to establish a new archival facility shared by the five Ontario Conferences.

SKILLS AND GIFTS: Some knowledge of United Church of Canada policies and operations regarding property matters would be an asset.

2. **RECORDING SECRETARY:** To act as official recorder during Division meetings three to four times per year.

SKILLS AND GIFTS: Some knowledge of preparing minutes according to United Church archival standards is desirable.

Last Updated – September 10, 2012

The United Church of Canada



THE LONDON CONFERENCE
(Southwestern Ontario and Algoma)

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3. **CONFERENCE TREASURER:** This position deals with monitoring of invoices and income on a regular basis (but is not responsible for paying invoices or recording income). The Treasurer also helps to prepare the annual budget of the Conference and is required to attend all Finance and Administration Division meetings (three to four times per year) as well as Conference executive meetings (4 per year). Attendance at Conference Annual Meetings is also required.

SKILLS AND GIFTS: Some accounting experience would be an asset but is not required.

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