Community of Christ

CANADIAN CORPORATION BOARD

POLICY NUMBER:	BP000
SECTION:	Board Policies
SUBJECT:	Board Policies Policy
APPROVAL AUTHORITY:	Canadian Corporation Board
EFFECTIVE:	July 1, 2024 | APPROVED

Policy Statement

Policies of the Canadian Corporation Board will have a standard format.

Purpose

This policy describes the rationale and standards to be used to create Board policies.

Scope

This policy applies to all Board policies and guidelines.

Definitions

APPENDIX 1 contains definition of common terms that can be used in all Board policies. In addition, this policy uses the following definitions:

"management" includes the Apostle, the Bishop of Canada, the CEM/CWM Mission Centre President teams, and members of the CEM/CWM Mission Centre operations leadership teams.

"Board" means the Canadian Corporation Board of Directors.

"policy" is a documented understanding that guides decision-making by defining limits and pinpointing responsibilities within the organization.

"guideline" is a document that supplements a policy document by providing additional background, rationale, detailed procedures, and how any exceptions or other special situations are to be handled.

Responsibilities

The Apostle and Bishop of Canada are responsible to ensure:

(a) A framework is established for day-to-day operation that is clear, accessible, and practical;
(b) Management effectively and efficiently communicates policies and procedures to the Board, employees, contractors, and volunteers through established channels;
(c) Policies and procedures comply with all applicable statutory and regulatory requirements, legal obligations and are consistent with the vision, mission, and goals of the Canadian Corporation Board and Community of Christ.

Policy Development, Approval and Review

1. Preparation of policy may be initiated by:
   (a) The Canadian Corporation Board
   (b) The Apostle and/or Bishop of Canada
2. Policy development will be initiated to address the governance, risk, management, and operation of the Board effectively and efficiently in response to changes in legislation, regulation or industry standards, introduction of new programs, gaps in existing policy or feedback from employees.
3. The Apostle and/or Bishop of Canada will review all draft policies prior to them being submitted to the Board for approval.
4. Responsibility for policy approval rests with
   (a) The Board for governance and fiscal matters
   (b) The Apostle and/or Bishop of Canada for management, operations, and administrative matters.
5. Policies approved by the Board will be signed by the Board Chair or designate, and by the Apostle or Bishop of Canada upon approval. Management, operations and administrative policies will be signed by the Apostle and/or Bishop of Canada.
6. Each policy will have an associated “Next Review Date” to ensure regular and timely review of policies.
7. The agenda for Board meetings will include a policy review segment in which review of policies will take place.

Procedure Development, Approval and Review

1. Management is responsible for procedure development.
2. Management responsible for a policy will ensure procedures are developed and reviewed with the Apostle and/or Bishop of Canada for approval. Management and those who may be affected by procedure may be consulted as deemed appropriate.
3. Procedures will be reviewed in response to change in policy, introduction of best practices and/or on an annual basis whichever occurs first.
4. Management is encouraged to follow the policy and procedure drafting fundamentals presented in the Board Policy Template document.

Policy and Procedure Manual Administration

1. The Board Secretary will:
    (a) Maintain the master copy of the policy and procedure manual, including a master index;
    (b) Update electronic versions of all individual policies, procedures and the master policy and procedure manual;
    (c) Ensure the master electronic versions of policies and procedures are backed up, filed, and versioned according to established document management practices;
    (d) Administer the distribution of policies and procedures throughout the organization in a manner that accounts for the issuance of manuals and updates to managers and follows established document management processes for versioning, filing and archiving;
2. Policies will be formatted in the following style:
    (a) Policies will be numbered and filed in the master policy and procedure manual according to the following system:

BPnnn	policies related to the board
APnnn	policies related to the administration of the corporation
FAnnn	policies related to finance and audit
HRnnn	policies related to human resources
IPnnn	policies related to investment matters
BGnnn	guidelines associated with board policies
AGnnn	guidelines associated administration policies

3. Policy and guideline documents will be formatted using the template found in the Board Policy Template document.
4. The distribution record will include the location of the designated office each copy is to be maintained at, the manager assigned as responsible and their signed receipt thereof, the distribution date of the manual and any addendums.
5. Management is responsible for the maintenance of the policy and procedure manual in their possession at designated offices.
6. The Board Secretary may revise approved policy and guideline documents to correct spelling, grammar, and punctuation as required.

Policy Record

Board Approval:	July 1, 2024
Last Review Date:	
Next Review Date:	July 1, 2025

APPENDIX 1—Global Definitions

To avoid confusion and misunderstanding, only the following terms should be used whenever a policy or guideline wishes to referring to the defined entity.

1. **Community of Christ**

   the worldwide church as a whole, not a specific legal entity.

2. **Community of Christ in Canada**
   Canadian church

   the Canadian church as a whole, not a specific legal entity.

3. **Community of Christ Canadian Corporation**
   Community of Christ Canada
   Canadian Corporation
   Canadian Church *(discouraged due to potential confusion with uncapitalized version)*

   the Canadian not-for-profit corporation

4. **Community of Christ Corporate Board**
   Community of Christ Corporation Board

   the world church corporation Board of Directors

5. **Canadian Corporation Board**
   Canadian Corporate Board
   Board

   the Canadian not-for-profit corporation Board of Directors

6. **Apostle**
   Field Apostle

   the member of the Council of Twelve Apostles assigned to the Canadian church

7. **Bishop of Canada**

   the Bishop designated as responsible for working with the Canadian Corporation Board to manage the affairs of Community of Christ in Canada.

NOTE: Policies should explicitly not use "Canadian Bishop" to refer to this role, since there will be confusion with other Canadians who also serve in the office of Bishop.

8. **Canadian Corporation Executive Director**
   Executive Director

   the governance structure of the Canadian Corporation allows for an Executive Director position to manage the operation of Community of Christ in Canada. In practice, this is a terminology we have not historically used in Community of Christ, and so using it in policies may cause confusion.

9. **Canada East Mission**
   Canada East
   CEM

   the Canada East Mission Centre

10. **Canada West Mission**
    Canada West
    CWM

    the Canada West Mission Centre

11. **Mission Centre Presidency**
    Mission Centre President Team
    MCP Team
    MCP

    the leadership team for Canada East Mission or for Canada West Mission. Many World Church documents still refer to the MCP (Mission Center President) with the assumption that it is a single individual as opposed to a team. If these terms are used without a preceding CEM or CWM, it should equally apply to both Canadian mission centres, or the context should be very clear.