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THE METHODIST CHURCH IN IRELAND
GOVERNANCE BOARD
POLICY MANUAL

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01: INTRODUCTION

The Methodist Church in Ireland (MCI) Governance Board Policy Manual defines the role of the Governance Board and sets out how the Board will carry out its responsibilities. The purpose of this policy manual is to expand on the basic details set out in chapter nine of the Manual of Laws, in order to: -

- Make clear the position of the Board within the overall governance structure of the MCI
- Define its relationship with other elements of the MCI, including Conference
- Promote consistency of Board actions
- Clarify the roles and responsibilities of Board members

The Governance Board Policy Manual is available at all Board meetings and a copy is provided to all Board members. The Policy Manual is also available for public scrutiny on the MCI Website.

02: The Vision of MCI

“The Methodist Church claims and cherishes its place in the Holy Catholic Church, which is the Body of Christ. It rejoices in the inheritance of the historic creeds and of the Protestant Reformation. It ever remembers that, in the Providence of God, Methodism was raised up to spread scriptural holiness through the land by the proclamation of the evangelical faith and declares its unfaltering resolve to be true to its divinely appointed mission.” (From The Constitution of the Methodist Church in Ireland.)

This is summarised as

“The Methodist Church in Ireland is a community of people drawn together by God’s love who seek to live wholeheartedly as followers of Jesus for the transformation of the world.”

03: Governing Documents and Structure

03A: Governing Documents

The governance and structure of the MCI are set out in the following documents

- The Constitution of the Methodist Church in Ireland
- The Regulation, Discipline and Government of the Methodist Church in Ireland, (the Manual of Laws)

The above documents can be found on the MCI Teams Website under Resources

03B: The Roles of Conference and the Governance Board

The overarching governance structure of the MCI consists to two bodies, the Conference, and the Governance Board.

Section 7.01 of the Manual of Laws states

“The governing body of the Methodist Church in Ireland is the Conference, which consists of two Sessions, a Ministerial and a Representative Session. The Conference is ultimately responsible for the governance of the church and all elements of the church are accountable to it. However, in accordance with the Constitution (VI.10), Conference delegates all control, direction, administration and management of the day-to-day governance of the Methodist Church in Ireland to the Governance Board. This delegation also includes the direction that the members of the Governance Board act as the Charity Trustees of the Church”.

The effect of the above is as follows: -

The Conference

As the ultimate governing body of the Church, Conference is responsible for setting the overall vision and strategy of the Church and it is the duty of the Governance Board to oversee the implementation of this vision and strategy. The role and duties of the Conference are set out in Chapter 7 of the Manual of Laws

The Governance Board

The Governance Board is charged with the control, direction, administration, and management of the day-to-day governance of the church and has been delegated all necessary authority to carry out this role. The Governance Board acts at the behest of Conference and is answerable in all things to Conference, to which it reports annually.

Specific duties of the Board include the following

- Actively seek to discern the will of God for the Methodist Church and prayerfully seek His guidance in all that it does.
- Act as the Charity Trustees for the Methodist Church in Ireland (in both Northern Ireland and the Republic of Ireland).
- Develop, implement, and regularly review strategy for the pursuit of the vision for the Church, as set out by Conference.
- Exercise control and oversight over all the resources of the Church including financial, property, other assets, and Human Resources.
- Be aware of and seek to ensure that other charities associated with the MCI (e.g., Missions and Edgehill) are aligned in their vision, strategy, and objectives with that of MCI.
- Exercise oversight of the following boards, departments and major Connexional committees who will report to the Governance Board on at least an annual basis. Other committees and working groups shall report as required.
- Connexional Team
- The Statutory Trustees
- Property Board
- Church Development Board

- The Board of Ministry, Learning and Development
- Home Mission Department
- IMYC
- WMP
- WDR
- Establish the terms of reference, aims, operational parameters and membership of all Church Boards, committees, and working groups and exercise oversight and regular review of same.
- Ensure that appropriate procedures are in place for the control and oversight of the financial management of the Church and its constituent bodies. The Governance Board shall have full authority in all financial matters affecting the Church and all Church funds shall fall under its remit.
- The preparation and regular review of appropriate policies and procedures for: -
 - Preparation and assessment of an annual budget for the Church.
 - Regular review of budgetary targets and actual expenditure
 - Endorsement of the annual budget for the MCI, including the annual Comprehensive Assessment.
 - Regular assessment of the overall financial status of the Church and all its constituent funds.
 - Assessment and approval of the annual audited accounts of the Church.
 - Assessment and oversight of all and any matters affecting the finances of the Church, not already included in the above.
- The committee may appoint an audit, risk, and budget sub-committee to aid it in these roles and may co-opt members for this sub-committee if required.
- Act as the Employer for all staff directly employed by MCI. It is recognised that this will not be immediately possible to implement and that legacy issues will have to be overcome. However, the Church shall move to implement standard processes and procedures in this area and develop standard terms and conditions of employment across the Church for all categories of employee while it aims to achieve the ultimate objective of being employer for all.
- Develop appropriate policies and procedures in relation to the treatment of Ministers of the Church who are not covered by employee policies and procedures.
- Ensure the appropriate procedures are in place for developing and regularly reviewing a comprehensive risk register for MCI and ensuring that appropriate mitigation measures are put in place
- Oversee and review the preparation of appropriate policies and procedures for all matters pertaining to the efficient and effective management of the Church.
- Oversee relationships with other Churches and external bodies.

04: Board Membership

04A: Composition and Appointment

The Governance Board consists of fifteen persons and is constituted as follows:

(a) Ex-Officio members:

- The President of the Conference
- The Lay Leader of the Conference
- The General Secretary of the Methodist Church in Ireland
- The Ex-President of the Conference
- The President-Designate of the Conference
- The Chair of the Standing Committee of the Statutory Trustees

(b) A Chairperson, appointed by the Conference on the recommendation of a nominations committee.

(c) Five lay members elected by the Conference, each of whom shall have been members of the Methodist Church in Ireland for at least five years.

(d) Three ordained ministers elected by the Conference, each of whom shall have travelled for at least five years.

The elected members, lay and ministerial, will be elected by Conference from panels selected by the Nominations Working Group. The process for the setting up of the Nominations Working Group and the selection procedures and criteria used by them are set out in Appendix A

The Secretary of Conference will act as secretary and convenor of the Governance Board.

04B Tenure

Ex-Officio board members serve for the period of their relevant position within the MCI

The Chairperson of the Board and elected members of the Board serve for a period of three years. This may be extended for a period of up to three further years, at the discretion of the Conference, giving a maximum single term of office of six years. Members who have completed the maximum six-year term may not serve on the board again for a period of three years.

04C: Replacement of Board members

Chairperson

Where the Chairperson is unable to carry out her/his duties for an extended period he/she is expected to resign. In such circumstances the board members shall elect a temporary replacement chair from within the current Board membership, excluding the General Secretary. The replacement chair shall then serve as chair until the next Conference, at which a new chairperson will be appointed.

Ex-Officio members

Ex-officio board members who are unable to complete their term on the board or to carry out their duties as board members for an extended period due to ill health, personal circumstances, or because they are barred from serving for legal reasons, are expected to

resign their position on the Board. The Board may then appoint a temporary replacement who shall serve until the following Conference at which a permanent replacement will be nominated by Conference.

Should the expected period of non-availability be relatively short, and should the Board decide that problems achieving a quorum for meetings will not arise as a result, then the ex-officio member may be granted a leave of absence from attendance without the necessity of appointing a replacement. However, in such circumstances the Board member must continue to exercise their responsibilities as a charity trustee for the MCI. Failure to accept this caveat will require the resignation of the member. This caveat will not apply in circumstances where the board member in question has yet to formally accept the position of charity trustee, e.g., at the beginning of a term of office.

Elected members

Elected board members who are unable to complete their term on the board or to carry out their duties as board members for an extended period due to ill health, personal circumstances, or because they are barred from serving for legal reasons are expected to resign their position on the Board.

If there is more than six months remaining in the current board year the Board may appoint, as a temporary replacement, the person from the last nominations panel who garnered the next highest number of votes at Conference. This person shall serve until the following Conference at which they must place their name before Conference for election.

Should there be less than six months of the board year remaining and should there be no problems foreseen in reaching a quorum for meetings, then there is no requirement to elect a temporary replacement and the position may be filled at the following Conference.

Temporary Board members appointed in the above fashion are not required to register as charity trustees until such time as their appointment is made permanent by Conference.

04D: The Role of the Chairperson

The Chairperson is appointed by Conference to lead the Governance Board. She/he is a voting member of the board.

The duties of the Chairperson include the following: -

- Planning and leading Board meetings
- Ensuring the integrity of the Board process
- Managing the participation of Board members
- Appointing Board committee chairpersons and membership
- Acting as the primary point of contact between the Board and the General Secretary
- Assuring the Board's work is completed in a timely and efficient manner.
- Preparing and presenting the annual report on the Board's work to Conference.
- Conducting annual performance reviews of Board members and the Board itself.

04E: The Role of Board Members.

All Board members are expected to

- Be aware of and accept the board policies as set out in this document.
- Undertake the governance duties inherent in the role of the Governance Board and set out in the Manual of Laws of the MCI, chapter 9.
- Accept the legal obligations that accompany the role of a Charity trustee of the MCI.
- Undertake to attend a minimum of 80% of the scheduled meetings of the Committee over the course of her/his term of office.
- Be prepared to undertake work associated with the Board as requested.
- Attend at appropriate training events where necessary.
- Prepare for Board meetings diligently by reading the material provided and by generally keeping up to date on the affairs of the MCI.
- Contribute in a meaningful and constructive manner to all Board debates.
- Respect the confidentiality of Board discussions and accept and adhere to the principle of Collective Board Responsibility.

05: Training, Development and Performance Appraisal

05A Training and Development

All new Board members are required to undergo an induction session on the workings of the Board and their own role and duties prior to commencing their service on the Board.

In addition, new members are required to undergo appropriate training in the role, duties, and obligations inherent in the position of a charity trustee.

Ongoing development of board members will occur through preparation for and attendance at Board meetings, reading and review of Board papers and MCI policy documents, the receipt of presentations to the Board, and participation in committees and working groups. Additional training in specific items will be provided to Board members as and when required.

05B: Performance appraisal

Board Members

An annual performance appraisal of individual Board members will be carried out by the Chairperson, supported by the General Secretary. Board members will be appraised in terms of their: -

- Attendance record
- Preparation for Board meetings
- Participation in Board debates

- Participation on Board committees and Working Groups
- Contribution to the on-going development of the Board as a whole.

Board members will also carry out an appraisal of the work of the Chairperson, organised and conducted by the General Secretary.

The Board

The Board will also carry out an annual appraisal of its own work in terms of its achievement of the aims set out for it in this document and in the Manual of Laws.

This appraisal will initially be conducted by the Chairperson and the General Secretary, and will then be discussed by the entire Board. The appraisal will examine such items as: -

- Conduct of meetings
- Adherence to and achievement of the program of work adopted by the Board
- Effectiveness in carrying out its role as defined above.
- The effectiveness of the Board as a group.

06. BOARD OPERATIONS

06A: Meetings and Quorum

The Board shall meet a minimum of eight times per year. Dates for Board meetings for the following twelve months shall be set at the first meeting held after the annual Conference. Board meeting dates for the period shall be published on the MCI Website.

The appointed chairperson will normally chair all meetings. Where the Chairperson is unable to attend, he/she may appoint a deputy chair for the meeting from the ranks of those expected to attend, excluding the General Secretary.

The Quorum for Board meetings is 66% of full membership. i.e. ten members.

06B: Board Decisions and Minutes

The chair will seek to arrive at a board consensus in all matters brought before it. A “fully supported” consensus is defined as one supported by 80% of those in attendance.

Where a vote is required, decisions will be arrived at through simple majority voting with each member having one vote. In the event of a tied vote the chair shall have a casting vote.

Minutes of Board meetings will be kept, detailing the topics discussed and the decisions reached. Minutes will be circulated to Board members within twenty days of each meeting and will be presented to the following meeting for formal amendment and approval. In the

interest of transparency and openness the minutes of Board meetings will be published on the MCI website.

06C: Collective Responsibility and Confidentiality

Board members are collectively and equally responsible for Board decisions and are collectively and equally accountable to Conference for the actions of the Board. Board members are expected to respect the principle of Collective Responsibility when presenting or discussing Board decisions outside of Board meetings.

In similar vein, Board members must keep the details of Board discussions confidential.

06D: Conflicts of Interest.

There are two types of conflict of interest that may arise for Board members.

1. Conflicts involving potential personal gain or gain for a close family member or associate.

These conflicts and the approach of the church to them are set out in the MCI Governance Board Conflict of Interest Policy which can be found in the Board Policies Register and on the MCI website.

All members of the Board must complete a declaration of Conflicts of Interest at the beginning of each Board year and update that form and inform the Board during the year should new conflicts arise.

In summary, the Conflict of Interest Policy states that where such a potential conflict of interest arises over any item on the Board agenda the Board member affected must declare the conflict of interest at the outset of the meeting. Thereafter the Board may decide on the appropriate action, for example: -

- a. Request the member to absent themselves from the meeting room during discussions on the item and to abstain from any vote that may occur.
- b. Allow the Board member to remain in the room for the discussion but refrain from taking part in the discussion. Again, the member will abstain from any vote that occurs.
- c. Note the conflict but allow the member to remain and partake in the discussion but not to vote on it.
- d. Request the Board member to resign from the Board.

2. Conflicts arising from involvement in other elements of MCI

The second form of Conflict arises where a member of the Board is also serving on another committee of the MCI whose business is coming before the Board or is involved in an area of the MCI which will be directly affected by a decision of the

Board. Such conflicts of interest need not be declared on the annual Conflict of Interest declaration and are not covered by the MCI Conflict of Interest policy.

The Board shall deal with conflicts such as these in the following manner

- a. Members shall declare their interest in a particular item , and the nature of that interest, at the commencement of discussions on the Item. The Board may then decide to proceed in one of the following ways
 - I. Members may continue to partake in the discussion on the item and vote thereon.
 - II. Where the conflict is deemed to be of a serious nature the Board may decide that the member should abstain from any ensuing discussion or vote on the item.

07: RELATIONSHIP WITH THE EXECUTIVE BRANCH

The General Secretary of the Methodist Church in Ireland (the General Secretary) is the designated Chief Executive of the MCI and is responsible for implementing the will of Conference and the Board and for the day-to-day management of the Church. All necessary authority for carrying out these duties has been delegated to the General Secretary. The detailed role and responsibilities of the General Secretary are set out in Sec. 9.14 of the Manual of Laws.

The General Secretary acts as the Convenor and Secretary of the Governance Board and is a full voting member of the board.

The General Secretary is accountable to the full Board for her/his actions, not to individual members of the Board. No individual member of the Board has authority over the General Secretary or the resources assigned to her/him in respect to the day-to-day management of the Church.

The Chair of the Board shall work closely with the General Secretary on the preparation of Board meeting agendas and the organisation of, and preparation for, the Board's work. The General Secretary shall liaise closely with the chair of the Board outside of regular Board meetings, keeping her/him updated on matters of importance to the church.

The Board shall carry out an annual review of the work and performance of the General Secretary.

Appendix A:

Governance Board Nominations Working Group

1. Composition of Nominations working Group

The Nominations Working Group (NWG) is appointed annually by the Board and shall consist of one minister and one lay member from each district, nominated by the District Advisory Committee. Additional members may be co-opted to the NWG by the NWG where it is considered necessary, and these shall act as full voting members.

The Secretary of Conference shall be the convenor of the NWG and take a full part in the group's discussions, however, the Secretary of Conference will not have a vote in the selection process.

2. Duties of Nominations Working Group

The NWG is tasked with the following

- Working with the Secretary of Conference and the District Advisory committees to seek out expressions of interest from those interested in joining the Governance Board as either Chairperson or Ordinary Member.
- Conduct interviews for the position of Chair of the Governance Board and select one name for submission to Conference.
- Examine Expressions of Interest received for the position of Ordinary Ministerial Member of the Governance Board and select of panel of applicants sufficient to allow Conference to elect three ministerial members to the Board.
- Examine Expressions of Interest received for the position of Ordinary Lay Member of the Governance Board and select of panel of applicants sufficient to allow Conference to elect five lay members to the Board.
- In all the above have due regard to the commitment level, personal attributes, skills and experience of the applicants, as set out below in Appendix A.
- In all of the above the NWG shall endeavour, where possible, to obtain a suitable balance in terms of gender, demographic and geographic representation.
- Not all Expressions of Interest received will necessarily end up on a panel for Conference. Some may be omitted because they are deemed unsuitable, under-qualified or in the interest of maintaining equality of representation.

3. Approximate Schedule of Work for Nominations Working Group.

January/February:

- Assist the District Advisory Committees in seeking Expressions of Interest from the Connexion.

February/March:

- Interview for the position of Chair of the Governance Board and select one candidate for submission to Conference.

- Examine Expressions of Interest in Ordinary Membership and select panels of ministerial and Lay candidates for submission to Conference.

April:

- Submit all relevant names to the Secretary of Conference for inclusion in the Conference Agenda.

Appendix A: Personal requirements of Governance Board Members**Commitment Level**

Each person serving on the Governance Board must be prepared to: -

- undertake the governance duties inherent in the role of the Governance Board and set out in the Manual of Laws of the MCI.
- Accept the legal obligations that accompany the role of a Charity trustee of the MCI (see below)
- Undertake to attend a minimum of 80% of the scheduled meetings of the Committee over the course of his/her three-year appointment.
- Be prepared to undertake work associated with the Board as requested.
- Attend at appropriate training events where necessary.

Personal Attributes (The following are essential requirements)

- Be members of the MCI for at least five years
- Ministerial candidates must have travelled for a minimum of five years
- Have an understanding and an appreciation of the history and ethos of the MCI
- Have an understanding and appreciation of the organisation and activities of the MCI.
- Possess an appreciation that the central role of the MCI is the pursuit of its mission to bring the word of Jesus Christ to the Irish people.
- Possess an understanding of the responsibilities and obligations of a Charity trustee and a willingness to undertake these responsibilities
- Be committed to devoting the necessary time and energy to the role of Governance Board member for a period of three years.
- Active participation – possess the ability and desire to actively prepare for each meeting and to contribute to the business and discussions of the Committee,

Relevant Skill Sets: (Board members are not expected to possess all of the following but to have experience or knowledge of at least some of them.)

- Strategic Expertise – The ability to understand and review the strategy of MCI
- Legal expertise – possess an understanding of the laws governing organisations in general and the MCI in particular.
- Risk Management – have experience in understanding and managing risk.
- Change management – have experience in managing or guiding organisations through a period of change and development.
- Human Resource Management – have an understanding of the laws and issues around the management and care of all those working within MCI.

- Financial management – possess an understanding of the financial aspects of good governance in general and financial reports in particular.
- Governance: Have experience and understanding of the requirements of “Good Governance”.
- Charity Trusteeship: have experience as a trustee of a registered charity.
- Active Discernment – possess an ability and appreciation of the need to actively seek to discern the will of God for the MCI and to apply that in contributing to the work of the Governance Board.
- Active Participation and Interaction: possess the ability and willingness to hold others to account; listening, probing, challenging and supporting as required.
- Decision making – The ability to examine and understand complex matters and to make difficult decisions when required.

Experience (the following are not essential but are highly desirable)

- Church development and organisation – have experience and knowledge of the work of the MCI on the ground.
- Prior participation on a senior board of an organisation is not an absolute requirement but would be an advantage.
- Teamwork – have experience in working as part of a senior team

APPENDIX B: Conflict of Interest Policy

The Methodist Church in Ireland (MCI) Governance Board Conflict of Interest Policy

1. Introduction

1.1 Members of the governance Board of the MCI act as the Charity Trustees of the MCI. They are under a legal obligation to act in the best interest of the MCI. Members of the Governance Board are expected to put the interests of the MCI before their own or that of any other organisation or person. Not only is it the responsibility of the individual charity trustee to act in the interests of the MCI but it is also the duty of their fellow charity trustees to take reasonable steps to ensure they do.

1.2 As a result, the Methodist Church in Ireland needs to ensure that conflicts of interest are identified and managed in a way that safeguards the integrity of Board members and maximises public confidence in the Church.

1.3 This policy deals with those conflicts of interest that may give rise to a personal gain for the individual or someone connected to them, as outlined in section 2. below.

1.4 This policy does not deal with potential conflicts of interest that arise because of the involvement of the trustee in the internal operations of the church, either as a committee member or as an individual. Such conflicts arise because of the small size and inter-connected nature of the MCI, and are unavoidable. Due note must be taken of them, however, and they should be declared whenever they are relevant.

1.5 At its most basic, a conflict of interest arises when an individual has two different interests that overlap.

1.6 A conflict of interest can also be perceived.

1.7 The interest in question need not be that of the Board member themselves. It can also include the interests of close relatives, or friends and associates, who have the potential to influence the Board member's behaviour.

1.8 A 'close relative' would usually refer to the individual's spouse, children (adult and minor), parent, brother, sister, and in-laws. For other relatives it is dependent upon the closeness of the relationship and degree to which the decisions or activity of the MCI could directly or significantly affect them.

1.9 A 'friend or associate' should be considered as someone with whom the individual has a longstanding and/or close relationship, socialises with regularly or has had dealings with which may create a conflict of interest.

1.10 In many cases a conflict of interest will not be inherently wrong. The main concern is that the conflict is identified early and any risks are managed appropriately.

1.11 Actual, potential or perceived conflicts of interest can lead to doubt about the integrity of a Board member and can impact on the MCI.

Recognising a conflict of interest giving rise to potential gain.

2. Examples of Conflict of Interest

- 2.1 Involvement in, or influencing, the award of a contract or grant to the MCI where the individual is connected to an applicant.
- 2.2 Carrying out business on behalf of the MCI with their own or a relative's company.
- 2.3 Owning shares in or working for a business or organisation that has dealings with the MCI.
- 2.4 The receipt of gifts, hospitality or other benefits.
- 2.5 Payments to Trustees
- 2.6 Non-financial interests, for example, filling employment opportunities.

3. Dealing with Conflict of Interest

- 3.1 Conflicts of interest must be declared by Board members and should be managed effectively by the Board to prevent them undermining the proper conduct of the MCI's business and/or adversely affecting the MCI's reputation.
- 3.2 All Board members should complete a declaration of interests form annually. This will allow the Board to identify when a conflict may arise and plan how to manage it. Regularly completing the declaration reminds Board members that they must guard against conflicts that may arise as a consequence of their outside interests. A sample form is set out in Appendix A.
- 3.3 Declaration of interest forms should be compiled into a 'Register of Interests'. The register enhances transparency within the MCI and is a useful tool to help the Board identify conflicts at an early stage and take the necessary steps to manage them. The register should be kept up to date through an annual declaration of interest's process, or more frequently as any potential conflicts are disclosed. A sample Register of Interests is set out in Appendix B.
- 3.4 The MCI also needs to ensure that Board members declare any changes to their interests as and when they arise. For example, if during a meeting a matter arises which a member has an interest in, they should declare the interest before the matter is discussed, the declaration should be recorded in the minutes, and the Board should decide on the action to be taken. Good practice to be followed at Board meetings is that 'Conflict of Interest' should be an Agenda item at the start of each meeting.
- 3.5 When a conflict of interest has been identified, the Board must carefully consider what action, if any, needs to be taken to adequately avoid or mitigate the associated risks. The seriousness of the conflict, as well as the range of options available to handle, lessen or monitor it, must be assessed. The Board has a number of options open to it, as follows:
 - 3.5.1 Request the member to absent themselves from the meeting room during discussions on the item and to abstain from any vote that may occur.
 - 3.5.2 Allow the Board member to remain in the room for the discussion but refrain from taking part in the discussion. Again, the member will abstain from any vote that occurs.
 - 3.5.3 Note the conflict but allow the member to remain and partake in the discussion but not to vote on it.
 - 3.5.4 Request the Board member to resign from the Board.

3.6 A Register of Interests should record the following information for each conflict of interest: the individual concerned; the circumstances involved; an assessment of the situation; how the matter was resolved or how the risk was reduced or eliminated; and any action taken by the MCI.

3.7 When an individual reports an interest, the Chair of the Board must consider how it should be dealt with in consultation with members of the Board and details should be recorded in the minutes of the meeting. The Board should appoint a temporary Chair for any agenda items where the Chair has declared a conflict of interest and the Chair will withdraw from the meeting when that interest is being considered. If there are any significant conflicts of interest involving the Chair, these should be referred to the General Secretary.

3.8 All gifts and hospitality should be declared and recorded in minutes or a register kept for this purpose. The information recorded should include its estimated value, the date on which it was received, who it was given by and who to, and the reason for the gift. Gifts and hospitality intended to influence organisational decision making should never be accepted.

3.9 Any payments made to a Board member should be recorded in minutes or a register kept for that purpose. The information recorded should include the name of the Board member, the nature of the expenditure and the amount.

Appendix A:

Governance Board: Declaration of Interest Form

Date:

Name: Title/Position:

1. Company Interests – any relationship with a company or commercial organisation; Directorships, paid employment, consultancy; close family connection.

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2. Charities

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3. Public Appointments

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.....

4. Memberships

.....

.....

5. Close family ties

.....

.....

6. Other interests

.....

.....

I confirm that the above declaration is complete and correct to the best of my knowledge and belief. The interests I have declared include both direct and indirect interests and any specific financial interests are shown.

Signature: Date:

Appendix B: Governance Board: Register of Conflicts of Interest

Last Updated On: 30/07/2021

Member	Conflict of Interest	Risk Assessment (1-5)	Action Taken to Mitigate Risk
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APPENDIX C: Extract from the Manual of Laws, Ch. 9.14 – 9.16.

The General Secretary

9.14 The Secretary of Conference is The General Secretary of the Methodist Church abbreviated hereafter where appropriate to General Secretary) in Ireland and fulfils the function of chief executive of the Church. The General Secretary carries out her/his duties under the delegated authority of the Governance Board.

(a) The General Secretary reports directly to the Governance Board and will be held accountable for her/his actions by the Governance Board.

(b) In carrying out her/his duties, the General Secretary shall always act to enable the pursuit of the vision for the Church as laid down by Conference and strategies for the attainment of that vision as developed under the auspices of the Governance Board.

(c) The General Secretary shall be mindful always of the necessity to bring matters pertaining to the fundamental vision and purposes of the Church, as set by Conference, firstly to the attention of the Governance Board and ultimately to Conference for their consideration.

9.15 The General Secretary:

(a) shall be designated annually by the Conference, normally one year in advance, on the nomination of the Governance Board.

(b) must have completed at least fifteen years' travelling at the time of appointment.

(c) shall serve for a period of seven years with a possible extension of up to three years.

9.16 When a vacancy occurs in the office of General Secretary by death, resignation, illness, or any other cause, the President, acting on the advice of the Governance Board, shall appoint a suitably qualified ordained minister to serve as General Secretary and Chief Executive of the Church until the ensuing Conference. The ordained minister so appointed shall be deemed and taken to be the General Secretary of the Church to all intents and purposes, as if he/she had been originally appointed to that office.

9.17 The General Secretary has responsibility for the following:

(a) The central mission of the Church, by actively seeking to discern the will of God for the Church and working to ensure that all aspects of the Church, from local societies to central administration and the governance bodies, reflect that will and adhere to the priorities that flow from it.

(b) The Governance Board, as follows:

(i) To act as Secretary and Convener of the Governance Board.

(ii) With the Chairperson, to prepare the Agenda for Governance Board meetings.

(iii) To prepare or collate reports from all areas of the Church for presentation to the Governance Board, ensuring that the Board has all the information required to carry out its responsibilities and make informed decisions.

(iv) To ensure the decisions of the Governance Board are put into effect.

(vi) To ensure that the Governance Board has all the necessary information to fully comply with its obligations as the Charitable Trustees of the Methodist Church in Ireland.

- (c) The Connexional Team, by ensuring that the Connexional Team and its individual members fulfil the responsibilities entrusted by Conference.
- (d) Administration:
- (i) Guiding the Courts of the Church in decisions relating to policy and laws.
 - (ii) Ensuring compliance with the Methodist Church in Ireland Acts, the Constitution of the Methodist Church in Ireland and the Manual of Laws.
 - (iii) Ensuring strict compliance throughout the Connexion with civic rules and legislation.
 - (iv) Exercising management and oversight of the Churches' compliance with the requirements of charity legislation and regulation of the respective jurisdictions.
 - (v) Exercising day-to-day management and oversight of all departments and elements of the Church; ensuring that all elements of the Church operate in line with accepted principles of good governance including Integrity, leadership, effectiveness, control, transparency and accountability.
 - (vi) Overseeing the organisation and conduct of the annual Conference of the Methodist Church in Ireland.
 - (vii) Overseeing the work of the Finance Department, working closely with the Chief Finance Officer to ensure that the finances of the Church are maintained on a sound footing and that the financial assets of the Church are fully utilised in pursuit of the vision and aims of the Church as set by Conference.
 - (viii) Working closely with the Chief Financial Officer and the Senior Finance Team to prepare the annual budget for the Church, including the Comprehensive Assessment.
 - (ix) Overseeing the work of Connexional Boards, committees, working groups and Church departments.
 - (x) Overseeing the work of all other support departments and groups
- (e) Maintaining oversight of the Manual of Laws ensuring that it adequately and correctly reflects the will of Conference.
- (f) Acting as Secretary to the Statutory Trustees and fulfil the function of official registrar of deeds and documents.
- (g) Overseeing the continual development and review of the strategic direction and policies of the Methodist Church in Ireland.
- (h) Overseeing a continuous process of risk assessment for the church and ensure that all practical measures are put in place to mitigate identified risks.
- (i) With the President and Lay Leader, acting as a principal representative of the Methodist Church in Ireland on external bodies and at external events, and ensuring that the Church is represented on those external bodies, meetings and representative sessions deemed necessary to enable the Church to be fully informed and engaged with the wider Methodist Church, other Churches and society in general.