

**Checklist – Draft for CCFGM**  
**Completed by Peter Noteboom in consultation with Larry Brennan (July 2014)**

**Preamble:**

The purpose of this checklist is to provide a basis to make decisions regarding organizations that wish to have a working relationship with the Canadian Council of Churches (CCC). Sometimes organizations wish:

1. To be incorporated into the operations of the CCC;
2. To partner with us;
3. To have a working relationship with us for administrative purposes;
4. To be associated with the CCC based on a long or short history. (For example, to be under our “aegis.”)

The following questions are designed to bring clarity to what exactly is being requested of us and what we need to consider in making a decision.

**MISSION:**

1 Are the objectives of the organization consistent with the mission of the CCC? See Article III of our Constitution for our purpose and function.

Yes.

**CLARITY**

1. Is it clear what is being requested?
  - Requests for Membership go to the Constitution Committee and the Governing Board for approval.
  - Requests for administrative assistance must fit within acceptable parameters.  
*Not yet, but it is being developed now.*

2. Is the organization incorporated? Is it at arm’s length?  
*No, CCFGM is not incorporated. It is at arm’s length, though it falls under the “Aegis” of the CCC and its constitution is part of the CCC’s bylaws.*

*The relationship was described in 1995 as “The Canadian Churches Forum for Global Ministries (the Forum) is an independent program agency of the Canadian Council of Churches. The Forum was created in 1962 by a By-law of the Council reflecting an agreement between the Council and the Canadian School of Missions. Under that agreement the Forum was to be operated and managed separately by the Council.”*

3. Does the organization issue tax receipts?  
Yes.
4. Has it ever requested charitable status and been refused?  
No.
5. Has there been a history of or does the CCC exert influence or control the operation?  
*Yes, there is a history. The Forum and the CCC have a long history of collaboration. A CCC representative is a Director of the Forum. The CCC does not currently control the*

*operation.*

6. Who is asking for this? (A Board?)  
*CCFGM Board*
7. What are the annual operating budget and assets and liabilities of the operation?  
*See the 2013 audited statements.*
8. How many staff is involved?  
*1.5 FTE (Director and Administrative Assistant)*

### **RISK MANAGEMENT**

1. Is there a conflict of interest with personnel involved in the organization or CCC?  
*No. It should be noted however that the current CCC representative serving as a Director of CCFGM is also its Treasurer (Peter Noteboom)*
2. Is this a high-risk service? (i.e. assisting children and/or vulnerable individuals)  
*No*
3. What are the liability issues associated with this service being requested?  
*Minimal, none worth mentioning*
4. What is the termination clause envisioned for both parties?  
*To be developed, probably none since the proposal is full integration.*
5. What happens in the case of financial exigency of either party?  
*To be described in a Memorandum of Agreement*
6. Are audited financial statements available? What financial statements are available?  
*Yes... all financial statements are available, including budget, p&l, balance sheet, etc.*

### **Doable:**

1. Does CCC staff have the time and competency to provide the service that is being requested?  
*Yes. Efficiencies might be imagined, a change in position description and duties is possible for all CCC staff (Communications, bookkeeper responsibilities, office manager, general secretary, etc.).*
2. What are the tax and regulatory implications and reporting requirements?  
*No additional requirements beyond the ones we currently fulfill*
3. Does providing this service require consolidation of accounting or operations?  
*Yes*

4. Is the operation affordable and sustainable? If so for how long?  
*Yes. The Forum has been running balanced budgets, and has substantial financial resources in unrestricted funds from sale of property.*
  
5. Will a fee be charged by CCC or a contribution made to cover costs related to the operation?  
*No, but a contribution may be made... to be developed.*

The Following is suggested for discussion purposes:

- A Letter of Understanding must be signed by both parties prior to committing administrative support.

*Should the initiative move forward, a Memorandum of Agreement will need to be developed that describes what will happen. Amendments to the CCC constitution may also be proposed.*

- The size of the operation will impact what level of authority at the CCC is needed to approve formation of relationships between the CCC and other parties.
  - (a) It is essential that Missions be similar.
  - (b) Budget implications over \$15,000 need to go to the Finance Committee.
  - (c) The Executive Committee will be informed of any operations joining us that are more than \$10,000 in gross operating costs even if the costs are covered by the entity.
  - (d) Operations over \$50,000 in annual operating revenues or expenses need the approval of the Governing Board.

*This initiative will need to go all the way through the Executive Committee and Governing Board of the CCC.*