

Governance Taskforce Charge 2025-2026

The Governance Taskforce is an ad hoc advisory committee appointed by Horizon's Board of Trustees. This committee holds the responsibility of researching and advising the Board on the governance structure of the church, communication between constituent groups, and review of the church's Bylaws. The committee is accountable to the Board, with the Board retaining the authority to make decisions regarding governance.

Organization

The Governance Taskforce shall consist of six voting members. All nominees must be voting members of Horizon. A member may be removed by the Board, according to the Bylaws regarding removal from a committee.

1. Governance Taskforce Chair - The committee Chair is chosen by the Board of Trustees and is a voting member of the committee.
2. At-Large Members - At-large members will be chosen by the committee Chair, and will have full voting rights.
3. Board Representative - The Board Representative is a voting member of the committee. They are also responsible for reporting Taskforce business to the Board at their meetings.
4. Minister - The minister may attend Governance Taskforce meetings in a non-voting capacity; attendance is not required.

Taskforce Decisions

Decisions of the Governance Taskforce are highly encouraged to be made by consensus whenever possible. If consensus cannot be reached, the Governance Taskforce Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. If there is not a majority, the Board will vote on the decision. Decisions made by the Governance Taskforce will be communicated to the Board of Trustees, and the Congregation, if appropriate, by the Board representative. The Board shall make any final decisions.

Duties

The Governance Taskforce shall meet on a regular basis as decided by the committee, and during the week prior to the monthly board meeting, when possible, to fulfill its duties, as follows:

1. Create a timeline for implementation of the Board-approved Unified Governance Model (UGM), focusing on volunteer coordination, communication, and toolkit development.
2. Provide a recommendation as to whether an implementation team would be useful to collaborate with the GTF and Board.
3. Develop "toolkits" for use by all group leaders to facilitate easier implementation of the proposed organization and provide consistency in leadership. These toolkits may include items such as agenda and minutes formats, instructions for running a meeting, report formats and contents, who to contact, etc.
4. Discuss and document potential difficulties with implementation.

5. Recommend changes to the approved UGM, as needed, and submit to the Board for approval.
6. Once operational, work with the Board on the Realm database system to determine how it might assist in communications and organization within the church.
7. Review Horizon Bylaws and policies to ensure that they reflect best practices and the current organizational model. Recommend changes to the Board, if needed.

Authority and Responsibility

The Board of Trustees assigns the following authority and responsibility to the Governance Taskforce:

1. The Governance Taskforce, through its Board representative, will report monthly to the Board of Trustees on the state of the Taskforce's work. The taskforce will seek to understand the current processes, leaders, and how the business of the church is accomplished, and update existing documentation of church leadership rosters accordingly.
2. The committee has authority to discuss relevant church business with any and all membership, leadership, or staff groups within the scope of determining the efficacy of current processes.
3. The Governance Taskforce shall review the Horizon Bylaws to ensure that they are reflective of the proposed organizational structure and general best practices. The committee may recommend to the Board updates to the Bylaws to include any changes to organizational structure.
4. Establish whether there is a need for a standing Governance Committee. The Governance Taskforce will assess the scope of work required and make a recommendation to the Board regarding whether an ongoing committee is necessary to review governance or other aspects of church organization, such as the Bylaws, on a regular basis.

Accountability

1. The Board representative, with input from the Governance Taskforce, will provide a monthly report on Taskforce activities to the Board of Trustees at their Board Meeting.
2. The Governance Taskforce is accountable to all policies approved by the Board and all direction provided by the Board, including
 - a. produce and maintain all necessary procedures to fulfill these responsibilities,
 - b. produce and provide minutes of each committee meeting to the Board if asked.
3. The Governance Taskforce will strive to complete all required work by the end of the 2025-2026 church year, with complete implementation of the UGM to be completed by the start of the 2026-2027 church year (July 1, 2027).
4. The Governance Taskforce will not have a specific budget but may request resources from the Board if it feels it is required.