

St Andrew's United Church Thrift Shop Roles & Responsibilities

Approved by the Board of St Andrew's United Church
December 2008

St. Andrew's Thrift Shop was originally established to support and further the Outreach Ministry of St. Andrew's United Church community. The Thrift Shop Committee directs the operation of the Thrift Shop. The Thrift Shop Committee is directly responsible to the Board of St. Andrew's United Church. In addition, the Thrift Shop Committee is accountable to the volunteers of the Thrift Shop.

The Purpose of St. Andrew's Thrift Shop is to provide:

1. benefit to the local community via the low cost resale of donated goods.
2. goods at no charge to individuals and families in need.
3. financial support to organizations in the local and world community.
4. a center for volunteer activity for people of all ages and abilities in a structured and supportive environment.
5. community work experience for individuals referred by the Justice System.
6. a re-use, re-duce, and re-cycle centre for the local and world community.

The Thrift Shop is operated to meet the above listed purposes. All profits are to be used for charitable purposes as outlined in this document.

STRUCTURE OF THE THRIFT SHOP COMMITTEE

1. Individuals who volunteer at The Thrift Shop are considered members of The Thrift Shop.
2. Employees of The Thrift Shop are invited to attend The Thrift Shop General Meetings as corresponding* members.
3. The Thrift Shop management is overseen by The Thrift Shop Committee. This Committee is made up of not less than 7 members:
 - Four members from the volunteers of The Thrift Shop. These members are elected at the Annual Meeting of The Thrift Shop Committee for a two-year term for a maximum of two consecutive terms, with two new members being elected each term. These members must be active working volunteers of The Thrift Shop.
 - Two members from the Official Board of St. Andrew's United Church. These members are elected at the Annual General Meeting of St. Andrew's United Church and appointed to this committee by the Board for a two-year term for a maximum of two consecutive terms. One of these members must be an active working volunteer of The Thrift Shop. It is the responsibility of these members to be liaisons between the Board of St. Andrew's United Church and the Thrift Shop Committee.
 - One member from the Trustees of St. Andrew's United Church.
 - The Manager of The Thrift Shop is a corresponding* member.
 - The Minister of St. Andrew's United Church is an ex-officio** member.
 - The Treasurer of The Thrift Shop is elected every two years with no maximum term.

4. Annually, the Thrift Shop Committee will elect a Chair and Secretary from among the committee members.
5. The Thrift Shop Committee directs the operation of The Thrift Shop by:
 - Recruiting, hiring and supervising the manager
 - Establishing the process of recruiting, hiring and supervising of all employees
 - Creating and administering policies and procedures including the donations policy, orientation of volunteers, and position descriptions for employees and volunteers within the guidelines outlined in this document.
 - Maintaining financial records, including an annual independent financial review.
 - Dispersing of goods and financial donations.
 - Ensuring recognition of contributions of volunteers at The Thrift Shop.

* **“Corresponding Member”** means a person entitled to attend the committee’s meetings, take part in deliberations, and receive minutes, but not entitled to move or second motions, or vote. Corresponding members are not counted in determining the number of members, nor in determining if a quorum is present.

** **“Ex Officio Membership”** means full membership by virtue of office for all purposes unless otherwise specifically restricted.

From the 2007 Manual of the United Church of Canada – By-laws – Section 001 - Definitions

GUIDELINES FOR FINANCIAL DONATIONS

1. All donations from the Thrift Shop must follow the moral principles and guidelines of the United Church of Canada, as established in The United Church Manual.
2. Upon application, financial donations will be given to support organizations in the local and world community in accordance with the Policies and Procedures of The Thrift Shop Committee.
3. At the beginning of each fiscal year, a portion of the Thrift Shop Committee budget will be allocated to donations.
4. Applications for funding from St. Andrew’s United Church shall have written approval of the Church Board. Such applications shall not be unreasonably denied.

GUIDELINES FOR FINANCIAL MANAGEMENT

1. The Thrift Shop operates a regular fundraising activity through the retail business of selling donated clothing, house wares, toys, books, etc. The proceeds are used to:
 - operate The Thrift Shop including paying wages, accounting/legal services, facility expenses
 - provide financial donations to qualified donees or other applications approved by the Thrift Shop Committee.
 - maintain reserve funds for operations and future capital needs

2. All bookkeeping and financial records are to be maintained on the premises of The Thrift Shop.
3. An electronic back-up copy of files shall be stored securely off-site at a location acceptable to The Thrift Shop Committee.
4. A monthly report will be made available to the volunteers. The Thrift Shop Committee and Board of St. Andrew's United Church in the form of:
 - a report posted for the volunteers ,
 - Income Statements and Balance Sheets provided to the Church Board and The Thrift Shop Committee
5. Year End Financial Statements which are approved by the Thrift Shop Committee and a General Meeting of The Thrift Shop shall be given to the St. Andrew's United Church Treasurer every January. These statements shall include a Balance Sheet, Income Statement, G.S.T. General Ledger, List of Donations including registered charity numbers, and payroll information.
6. The Thrift Shop Committee Annual Budget shall be presented for approval at the Annual General Meeting of St. Andrew's United Church.
7. The Land and Improvements of The Thrift Shop facility are owned by The United Church of Canada and held in trust by the Trustees of St. Andrew's United Church.
8. The Thrift Shop is operated primarily by volunteers. Paid full time and part time staff members are hired to facilitate the volunteer operation.
9. The Thrift Shop Committee shall maintain a bank account with three signing officers with cheques being signed by 2 of the 3 designated signing officers.

Recommended Terms of Reference/Policies and Procedures to be developed:

- scheduled meeting times of Thrift Shop Committee/number of meetings per year
- Annual General Meeting dates/time frame
- paid personnel – job descriptions, annual review, determining salary, benefits, etc.
- volunteer organizer – orientation, delegate and maintain schedule