GOVERNANCE DOCUMENT

TBGN Operating Charter

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Purpose and oversight

The Becoming Global Network is an initiative of RCCG Potter's House Kitchener serving young people and emerging professionals. Its work builds practical skills, relationships and access to opportunities through learning, mentorship and community activities. Activities serve the church's authorized charitable purposes and community benefit.

Potter's House retains final authority over the initiative's purpose, budgets, major commitments, policies, material risks and public accountability. The TBGN Lead and functional leads act within written delegations. Participant, advisory and volunteer roles do not confer governing authority or ownership.

Leadership and decisions

The Lead convenes meetings and coordinates decisions. Finance and records roles maintain financial evidence, approved budgets, records, delegations and signed approvals. Other functional leads oversee assigned activities under the approved role and escalation rules.

Meet at least quarterly and more often during active delivery as needed. Circulate an agenda and decision material. Follow church-approved quorum and voting procedures. A tie does not pass and there is no additional casting vote. Record attendance, recusals, decisions, actions and dissent where requested.

Reserved matters

Refer changes of purpose, borrowing, hiring, restricted gifts, significant expenditures, asset transfers, material vendor or data contracts, AI governance and any decision to end operations to Potter's House or the person it has expressly authorized.

Stewardship and accountability

Record funds and property distinctly and apply them only to authorized purposes. Allow reasonable documented expenses or approved fair payment under financial and conflicts controls. Apply safeguarding and privacy requirements to every activity and meet legal reporting duties promptly.

Amend this charter through the church's authorized process and preserve approval records. If activities end, Potter's House oversees remaining assets, restricted contributions, records and

commitments under applicable law and donor terms.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.