

## Job Descriptions — Province IV

The **President** of the Province shall be a bishop, presbyter, deacon or lay person; he/she shall be the President of the Executive Committee and, ex officio, a member of the Provincial Synod and of all committees, commissions and departments and shall appoint the Chairs of the Provincial Networks. The President shall preside at all meetings of the Provincial Synod and shall appoint a Parliamentarian. Additionally, the President annually shall appoint members of the Provincial Court of Review. The President also is encouraged to attend the annual meeting of the Provincial Leadership Conference.

The **Vice President** of the Province shall be a bishop, presbyter, deacon or lay person; he/she shall be the President of the Executive Committee and, ex officio, a member of the Provincial Synod and of all committees, commissions and departments; and, in the event of the vacancy of the President, shall serve the duration of the President's term. The Vice President shall perform such tasks as assigned by the President. The Vice President convenes the meetings of the Province IV House of Bishops and serves on the Presiding Bishop's Council of Advice. The Vice President additionally is encouraged to attend the annual meeting of the Provincial Leadership Conference.

The **Secretary** of the Province shall be of the clerical or lay order and shall send notices of all meetings of the Provincial Synod and the Executive Committee; record, publish and distribute minutes of the Provincial Synod and the Executive Committee; and shall perform other duties as required by Canons of General Convention, Ordinances of the Province, the Synod or the Executive Committee.

The **Treasurer** of the Province shall be of the clerical or lay order and shall receive and disburse all monies collected under the authority of the Provincial Synod or the Executive Committee and to make a complete report of the same at each meeting of the Provincial Synod and of the Executive Committee. The treasurer shall calculate diocesan assessments according to the formula approved by Synod and notify the various dioceses of their balances. Additionally the treasurer must be adept at preparing payroll, and financial reports as needed.

Members of **Executive Council** attend three meetings per year for five days). They serve on a standing committee of the council that may require extra meeting time during the triennium. Members may be asked to serve on ad hoc committees of Council from time to time, and if a liaison to a Committee, Standing Commission or Board, further time commitment may be involved, depending on the length of that group's meetings (perhaps two or three times a year for two to four days). Members are responsible for reading all reports sent to Council from different organizations (Committees, Commissions and Boards, etc.) as well as reports from different offices at the church center, and for particular tasks as agreed to at Council meetings. As provincial representatives, members are responsible for communicating with the Province in tandem with co-rep, serving on the Executive Committee of the Province and helping with planning of Synods. Term is for six (6) years. Members are additionally expected to be competent in computer technology and able to communicate electronically.

Members of the Province IV Executive Committee (President, Vice President, Secretary, Treasurer, and the two elected provincial members — clergy and lay — of

Executive Council) are expected to attend at least one meeting a year. (The presidents of the PIV ECW and UTO are also members of the Executive Committee.)

The **Joint Nominating Committee for the Election of the Presiding Bishop** shall include members of each order — Lay, Clerical and Bishop — and shall be tasked with presenting names of nominees for the position of Presiding Bishop. The Provincial Synod shall narrow a field of nominees to three in each order, and at a caucus of the Province during General Convention, the synod shall elect and nominate two persons in each order. (From these nominees the full House of Deputies shall elect one representative from each order to the committee.) The Bishops of the Province shall meet in caucus to select two Bishops as nominees; these shall be the only nominees upon which the House of Bishops shall vote in electing the members of the Joint Nominating Committee.

— *Updated January 2015*