



Diocesan Council Members' Manual

Introduction

Between synods, Diocesan Council provides leadership, direction and oversight as the synod between synods. With the purpose of supporting our parishes as they seek to fulfill God's mission, Council is responsible (with the support of synod staff) for overseeing the implementation of the vision, stewarding diocesan resources and governing the diocese.

Accountability

In partnership with the bishop, Diocesan Council is accountable to the synod and has responsibility for the diocese as defined in the canons, constitution and regulations. Each synod ratifies all decisions taken by Diocesan Council since the previous Synod.

Diocesan Council is accountable, either directly or through its committees, for:

- developing long term goals and plans for the development of the diocese.
- providing overall strategic guidance to the diocese including endorsing the strategic direction, priorities and allocation of resources in line with the strategy
- monitoring and assessing performance against key targets and objectives
- developing and maintaining principles and processes for effective governance
- approving the annual budget of the diocese
- Reviewing the financial performance of the diocese monthly
- ensuring there is effective management of finances and risk
- reviewing and approving capital projects and property development undertaken by the diocese and/or parishes
- providing advice on and assisting with the engagement of parishes
- approving policies and procedures for the diocese and recommending modifications to canons, constitution and regulations to Synod

Responsibilities of Members

All members of Diocesan Council and its standing committees should discharge duties in good faith. While the diocese seeks members reflecting diverse experiences and perspectives, council members are responsible for acting on behalf of the diocese when deciding. Members are required to address and report potential conflict-of-interest in accordance with diocesan policy.



Members are expected to prepare for and attend council meetings regularly, and serve on at least one committee. Council business is often conducted between meetings, and members may be asked to take the lead on specific tasks/matters. Members should expect to be called upon to lead, present, facilitate or respond to agenda items on the floor of council meetings several times during the year.

To discharge their responsibilities effectively, council members must actively engage in their local parishes, their ecclesiastical regions, and other activities of the diocese. They should inform themselves about issues and events affecting the church locally, nationally and internationally. Members are also expected to act as formal and informal communications conduits between diocesan leadership and Anglicans in their part of the diocese—informing and explaining issues and decisions and bringing forward questions, opinions and concerns.

Norms

It is the responsibility of all members of council to act as partners with the chair, and to work with other council members so that council functions as a deliberative and participative body. The chair is expected to facilitate effective and collaborative discussion of the issues and suggestions brought forward to council. Members are expected to impartially represent the actions and decisions of council to others, maintaining confidentiality as needed.

Terms

Appointed or elected at a regular synod (See Canon 3 for eligibility, nominations, ex-officio and appointments), members of Diocesan Council serve for a term ending with the final adjournment of the next regular synod. Diocesan Council members are members of Synod for the duration of their term on Diocesan Council.



Council Operations

Agenda: The agenda is set by the bishop, the clerical secretary, the executive officer and members appointed by the bishop (2 clergy & 2 laity).

Decision-making Authority: Council exercises the authority granted to it in the canons, constitution and regulations, and at the discretion of the bishop. Council retains the right to make decisions except where it has expressly delegated decision-making authority to one of its committees or a member of the synod staff. Committees may not further delegate authorities without the permission of council. Council appoints the chairs of its committees from the current membership of the council.

Documents: All council meeting documents normally are provided to council members for review at least one week in advance of the meeting date. All items for the agenda are to be received by the lay secretary and clerical secretary at least fourteen days prior to the date of the meeting.

Frequency: Diocesan Council meets formally ten times per year (excluding July and August). The bishop may request additional meetings if deemed necessary.

Quorum: Meetings require a quorum of 50% plus 1 (one) of the voting council members to be present. Council members are expected to actively participate in meetings including reviewing meeting documentation, evaluating reports, and reading minutes. The lay secretary and clerical secretary attend ex officio. Staff members attend as required (non-voting). A simple majority is required for all issues requiring a vote.

Standing Committees

Diocesan Council has the following active standing committees:

- Finance
- Investment
- Constitution and Canons, Nominations
- Supplementary Pension
- Partners in Mission
- Human Resources (formerly Personnel and Compensation)
- Asset Management



Responsibilities of Members: Members of committees have responsibility for discharging their individual duties in good faith. While the diocese seeks committees reflective of the diverse experiences and perspectives of the entire diocese, members are to act on behalf of the whole diocese when making decisions. Members are required to address and report potential conflict-of-interest situations in accordance with diocesan policy.

Attendance: Meetings require a quorum of 60% of the voting committee members to be present. Members are expected to participate actively in meetings, including attending meetings, reviewing meeting documentation, evaluating reports and reading minutes.

Decision-making Authority: The committee exercises its authorities granted to it in the canons, constitution and regulations, and authorities that may be granted to it at the discretion of Diocesan Council and the bishop. Committees may not further delegate authorities without the permission of council.

Documents: All meeting documents are normally provided to members for review at least one week in advance of the meeting date. All items for the agenda are to be with the supporting staff member at least fourteen days prior to the date of the meeting.

Leadership: The chair is normally a member of Diocesan Council, selected by Diocesan Council. The vice-chair is selected by the chair from the committee membership and need not be a member of Diocesan Council.

Policies and Procedures: As appropriate, committees establish internal rules, policies and procedures.

Reporting: Committees report to council through the committee chair.

Staff and other Attendance: Staff members are assigned to committees to provide support as required. The bishop is ex officio a member of all standing committees and may attend as a member or otherwise. At the invitation of the bishop, any person may attend any committee meeting.

Subcommittees: Generally, there are three to six members per subcommittee with the addition of ex officio members as required. Membership qualifications and lists of candidates are established by the committee, based on interest and special skills required.



Membership consists of a mix of committee and non-committee members, with at least 50% of subcommittee members being committee members.

Terms: Members serve for a fixed term not to exceed three years, with a limit of two consecutive terms total-except where a specific role dictates the ongoing membership of a person on a committee.