

SECTION 1 – ADMINISTRATION

Origin: TOTP Assembly

Status: Mandate & Policy

Distribution: All Parishes

Approved: TOTP Assembly

Date: October 2002

Revised: TOTP Assembly

Date: May 2003

Revised: Coordinating Council

Date: 21 April 2017

Revised: Coordinating Council

Date: 15 May 2021

1.3 Mandate of the Administration Committee

1.3.1 Purpose

The Administration Committee will support the work of the Territory of the People by developing budgets, monitoring administrative and financial matters, recommending policy and providing liaison with the Fraser Basin Property Society.

In addition to the development of budgets and 'regular' financial matters, the Administration Committee shall oversee the disbursement of funds from the Ministry Fund for ministry projects outside of the day-to-day operations of the church/parishes within the Territory of the People, as well as the disbursement of funds from the Capital Fund for essential capital asset maintenance and/or procurement beyond the current financial capabilities of the church/parishes within the Territory of the People.

The Administration Committee will meet as needed and will report to Coordinating Council.

1.3.2 Membership

The Administration Committee will consist of:

- The Bishop of the Territory of the People
- The Financial Officer
- Four members of Coordinating Council
- Two members appointed by the Bishop reflecting needed skills
- The Administrative Assistant/Recording Secretary, as non-voting staff members

1.3.3 Term of Office

- Members of Administration Committee are selected from Coordinating Council at the first meeting of the Coordinating Council at the Bi-Annual Assembly

- Term of office for each member is two (2) years
- Members may serve 3 consecutive terms
- Members having completed three (3) consecutive terms may serve again after an absence of at least one year
- Authority will rest with the Coordinating Council to provide an extension to a term of office
- Members will abstain from conversation and decision making regarding grant applications from their own Parish

1.3.4 Meetings

- Administration Committee meets a minimum of six (6) times a year with some meetings held electronically:
 - a) Four (4) meetings are 'regular' meetings concerning administrative and financial matters.
 - b) Two (2) meetings are meetings reserved for the business of developing the Territory yearly operating budget; a mid-year operating budget evaluation; as well as the bi-annual review of grant requests from the Ministry Fund and the Capital Fund made by the church/parishes within the Territory of the People
- A quorum of any Committee of the Territory shall consist of one half of the members

1.3.5 Replacement of Members

- From time to time a member of Administration Committee may leave office due to:
 - o Death
 - o Resignation
 - o Attendance Problem
 - o Other legitimate reason
- At which time it shall be at the Bishop's discretion in consultation with the Administration Committee to appoint a substitute member to complete the remainder of the term of office