

Vice-Chair of Diocesan Council

Duties and Responsibilities:

- Chair the meetings of Diocesan Council in the absence of the Chair and portions of meetings at the request of the Chair
- Undertake specific tasks and responsibilities as requested by the Chair including:
 - Facilitating the collection of reports for meetings
 - Consultation in meeting agenda building
 - Assist in determining “key messages” following meetings
 - Assisting to arrange more in depth working sessions (one each meeting?) of various committees, teams or others
- Share and support in general the full workload range of the Chair.
- Work actively with the Chair to co-ordinate the work of the Council
- Oversee key strategic directions of the Diocesan Council
- Assist in the coordination of the activities of the teams and committees of the Diocesan Council in ways appropriate and/or possible
- The duties and responsibilities to be reviewed as needed or at least every six months

07 November 2009