



Group, Committee and Organization
Roles and Responsibilities
Diocese of Fredericton

This document describes the roles and responsibilities template to be maintained by each group, committee or organization in the Diocese of Fredericton, and serves as a reporting tool. The document should be a concise description in each titled section. Chairpersons/leaders are responsible for regularly updating and submitting to the overseeing body of Diocesan Council.

Name of Group, Committee or Organization

Brief Description and Mandate

(2-4 sentences that describe why this group exists, the focus of its work and the general role that it plays in the diocese. Reference Diocesan Canons where appropriate.)

On-Going Responsibilities and Reporting

(A list of specific tasks carried out on behalf of the Diocese.

Note: The responsibilities of most groups, teams or committees will include reference to: making recommendations regarding the annual budgets in its area of responsibility, reporting on a regular basis, evaluation of the activities and ministry within its area of responsibility, communication and coordination, strategic thinking and planning, development and expansion of ministry, plus responsibilities that are specific to each particular sub-group or team. Reference Diocesan Canons where appropriate.)

Membership

(A current statement describing the membership of the group. Avoiding naming specific individuals by name will assist in keeping the version current.)

Budget

(A list of the line items and dollar allocations from the annual diocesan budget that relate to this group's mandate)

Sub-groups and Other Links

(A list of sub-groups and diocesan-level groups or organizations that this committee works with in carrying out its responsibilities.)

Date Updated