



Anglican Diocese of Fredericton
ROLES AND RESPONSIBILITIES

Council Administration Team

Brief Description and Mandate

The Administration Team is appointed by Council and will enable and support diocesan leadership, strategy and administration by providing a framework for reporting and coordinating these functions within the Diocese in a manner which reflects and promotes Diocesan Council's emphasis on effective leadership, transparency and accountability.

On-going Responsibilities and Reporting

- As per Canon FOUR (18.1) and (19.1), respectively, the Finance Committee and the Constitution and Canons Committee are established by Diocesan Council and will normally report through this Team. The Team will provide Council oversight and coordination of the work of all Council teams and standing committees reporting on such issues as leadership strategy, records management, communication, legislative matters, nominations, and human resource issues.
- The Team especially will attend to the area of the management of organizational change and its processes as directed by Diocesan Synod by providing the necessary initiation, coordination, and evaluation of the same.
- Task groups and/or teams will be assigned as needed to address specific goals given clear timelines and reporting expectations.
- The Team will meet as required and report to the Diocesan Council at each of its regular meetings.

Membership

Bishop and Vice-Chair of Diocesan Council, Chairs (or representatives of) standing committees, representative of the Communications Committee, officers of the Synod, assigned members of the Council and others as needed as consultants or resource persons.

Budget

While significant portions of our Diocesan Budget in both line and narrative formats are labeled as "administration," they fall under the mandate of other teams or committees such as Human Resources and Finance.

The primary focus on "Budget" for this Team is one of administrative oversight. It is through this Team that the Finance Committee presents the Operating Budget to Diocesan Council. Ideally the Diocesan Budget development will be based upon the priorities identified by the various Council Teams with the responsibility for each of the ministry areas. Budget development processes need continual review and direction as we strive to have the Budget clearly reflect stated priorities of our mission and ministry.

The preparation of the Budget itself remains the responsibility of the Finance Committee and its budget sub-committee.

Links:

The Team relates to all groups in the Diocese as required, including Council teams and committees (both standing and otherwise, Ecclesiastical Court, the Registrar, Archivist and Synod Office Staff.

Updated

Day	Month	Year
07	11	2009