

Province V Executive Board

Role Description for Elected Officials

Theme and Purpose: Connect. Network. Support

Province V Executive Board

The Province V Executive Board is comprised of 4 elected officials, the Provincial representatives to the Executive Council, and a representative from each diocese. Diocesan representatives are appointed to their role by their bishops. Diocesan Representatives serve the Province to amplify collaborative ministry opportunities.

Role Description for all members

Tasks include the following:

- Attend the monthly meeting.
- Serve on a task group / committee on the board.
- Share provincial events and resources back with the diocese. Communicate with diocesan staff to help them understand what provincial resources are available to them and leaders across the diocese. Encourage people of the diocese to participate in networks and events. Work with diocesan communicators to schedule the sharing of information and events.
- Attend and help execute Synod meetings, the Big Provincial Gathering, and the annual meeting. (Usually held in person.)
- Fulfill all duties as outlined in the By-laws (listed below).

Elected Officials

(a) **The President**, who may be a Bishop, Presbyter, Deacon or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The President shall preside at Synod meetings, convene and lead the Executive Board, supervise the work of the compensated employees, and execute other duties as delineated in these By-Laws. A written report on the ministries, programs and other work of the Province shall be submitted annually to the Executive Council by the President. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 9.12.]

(b) **The Vice-President**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The election shall be concurrent with the election of President. The Vice-President shall assist the President in fulfilling the duties of the President. In the absence of the President, the Vice-President leads the Synod or Executive Board. If the President resigns, the Vice-President fulfills the remainder of the President's term until there is an election at the next Synod.

(c) **The Secretary**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The secretary is responsible for taking and in the filing of minutes for Provincial Executive Board and Provincial Synod meetings. The Secretary also assists the Provincial Coordinator in the filing of reports as mandated by the Canons of the Episcopal Church, Executive Council action, and per Title I, Canon 9.12 of the Constitution and Canons of The Episcopal Church.

(d) **The Treasurer**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The nominees for Treasurer should be familiar with the business methods of this Church. Provincial funds will be held by a diocese of the Province as a designated account for Provincial use only. Those funds shall be audited each year as a part of the audit of the custodial Diocese. The Treasurer is responsible for the collection and distribution of Provincial funds and to report regularly to the Executive Board and Synod on the state of Provincial finances. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 7.1.]

Executive Council of the Episcopal Church - One layperson and one priest or deacon from Province V are elected to serve on the Executive Council. There are three meetings per year that last for five days. Members serve on a standing committee of the council that may require extra meeting time during the triennium. Members may be asked to serve on ad hoc committees of Council from time to time, and if a liaison to a Committee, Standing Commission or Board, further time commitments may be involved, depending on the length of that group's meetings (perhaps two to three times a year for two to four days). Members are responsible for reading all reports sent to Council from different organizations (Committees, Commissions and Boards, etc.) as well as reports from different offices at the church center, and for particular tasks as agreed to at Council meetings. As provincial representatives, members are responsible for communicating with the province in tandem with their co-representative, serving on the Executive Board of the Province and helping with planning of Synods. The term is six years. Members are additionally expected to be competent in computer technology and able to communicate electronically.

By-laws pertaining to the Executive Board (2024)

Article I.

Sec. 2. Purpose. The purpose of the Province of the Midwest shall be to: provide a structure which facilitates its member dioceses' ability to collaborate together in ministry, whether it be in common projects or through the sharing of resources, assets, opportunities, and experience. [Reference: Constitution and Canons of The Episcopal Church. Title I, Canon 9.2.]

ARTICLE V: EXECUTIVE BOARD

Sec. 1. Members. The Executive Board or "Board" of the Province shall consist of the Synod President, Vice-President, Secretary, Treasurer, the two elected Province V members of Executive Council, and one representative from each diocese who is appointed by the Bishop with the advice and consent of the Standing Committee, or by the Standing Committee when it is the Ecclesiastical Authority. The Provincial Coordinator serves as an ex-officio member with seat and voice.

Sec. 2. Meetings. The Executive Board shall meet at least once each calendar year. The President or any three members of the Executive Board may call a special meeting with at least 30 days' written notice provided to the current Executive Board members.

Sec. 3. Duties. The Executive Board shall have general supervision of the affairs of the Province between Synods. The duties of the Executive Board shall include, but not be limited to:

- (a) Creating, examining and responding to opportunities to promote and support collaboration among dioceses in the Province;
- (b) Creating and administering a grant process that provides funds for collaborative ministries which are working towards the goals and objectives of member dioceses;
- (c) Evaluating the Provincial Statement of Purpose;
- (d) Receiving reports from the elected Representatives to Executive Council;
- (e) Being a Council of Advice for the President and the Executive Council Representatives as needed;
- (f) Suggesting policy statements for action by the Synod;
- (g) Organizing and designing the Synod meeting;
- (h) Adopting on behalf of the triennial Synod and communicating to the Bishops of the Province an annual budget and, when necessary, requesting a voluntary contribution beyond the diocesan asking in Article VI;
- (i) Monitoring and reviewing expenses and reallocating budgeted amounts as needed. Provide written notification to all Bishops of the Province of any reallocation of budgeted amounts;
- (j) Reviewing By-Laws at least once every three (3) years and making recommendations for amendments at the meeting of the Synod as needed.

Canons of The Episcopal Church pertaining to provinces

Title 1, Canon 9: Of Provinces

To consider referrals by General Convention **Sec. 10.** Within sixty days after each session of the General Convention, the Presidents of the two Houses thereof shall refer to the Provincial Synods, or any of them, such subjects as the General Convention may direct, or as they may deem advisable, for consideration thereof by the Synods, and it shall be the duty of such Synods to consider the subject or subjects so referred to them at the first meeting of the Synod held after the adjournment of the General Convention, and to report their action and judgment in the matter to the Secretary of the General Convention at least six months before the date of the meeting of the next General Convention.

Records to Archives **Sec. 11.** Each Provincial Synod shall keep minutes, journals or other records of its meetings, and shall transmit one copy of the records to the Secretary of the House of Deputies, and one copy to The Archives of The Episcopal Church. The Synod shall also transmit copies of any unpublished inactive records to the Archives.

Annual report **Sec. 12.** The President of each Province shall annually submit to the Executive Council a written report on the ministries, programs and other work of the Province, including a description of how funds appropriated by the General Convention have been used, and shall report on their work to the Executive Council, on the date and in the form specified by the Executive Council.