

Province V Executive Board

Role Description for all members

February 2021

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.

Tasks include the following:

- Attend the monthly meeting (currently held on the 4th Friday of each month at 10 am ET / 9 am CT)
- 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).

“The role of provinces was never put down in the canons, but the resolution that went to General Convention and was amended and passed originated with Province V: *The primary purposes of the Provincial system are to provide a structure which facilitates inter-diocesan collaboration to achieve Diocesan and Episcopal Church goals, and to enable more effective communications and regional advocacy of significant programmatic efforts.* (to be clear, our resolution was the foundation for the language agreed to by all 9 provinces, passed at their Synods, and then sent to GC from all 9). This is our working understanding of what we do and why” (Jo Gantzer, 2014).

By-laws pertaining to the Executive Board (2015)

Article I.

Sec. 2. Purpose. The purpose of the Province of the Midwest shall be to: provide a structure which facilitates dioceses' ability to collaborate together in ministry, whether it be in common projects or through the sharing of resources, assets, and experience.

ARTICLE V: EXECUTIVE BOARD

Sec. 1

Members. The Executive Board or "Council" of the Province shall consist of the Synod President, Vice-President, Secretary and 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 Province 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) Evaluating the Provincial Statement of Purpose;
- (b) Create and administer a grant process that provides funds for collaborative ministries which are working towards the goals and objectives of member dioceses;
- (c) Examining and responding to opportunities to promote and support collaboration between dioceses in the Province;
- (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 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) Monitor and review expenses and reallocate budgeted amounts as needed. Provide written notification to all Bishops of the Province of any reallocation of budgeted amounts;
- (j) Review By-Laws at least once every three (3) years and make recommendations for amendments at the meeting of the Synod as needed.

**Province V Synod 2022
Nomination Form
Province V Executive Board Officers**

Nominations are due February 28, 2022

An online form is available at <https://www.provincev.org/synod.html>.

Candidates for Officers of the Province shall be submitted by the Bishops or Standing Committees of the dioceses of the Province.

(Province V By-laws Article III Section 4)

Please print or complete as a .doc.

I nominate _____ for

___ President* ___ Vice President*

___ Treasurer ___ Secretary

**A bishop must hold the office of either President or Vice President. If this candidate is nominated for president, are they willing to be considered for Vice President? Yes___ No___*

Nominee's email address _____

Nominee's phone _____

Nominee's mailing address _____

Nominator's name: _____

Nominator's email address _____

Nominator's phone _____

Title / Role of nominator _____ Date _____

The election of this position will occur during the Provincial Synod, April 2022

Please email form to:

Heather Barta, Coordinator of Province V

provincevcoordinator@gmail.com 989-413-3229

Heather will contact the nominee to collect biographical information and a photo.