

## **STANDING COMMITTEE**

**Term of office: 4 years**

**May not be reelected without at least one year break between terms**

**Elect: 2 – one lay member and one clergy member**

The Standing Committee of the Diocese of California consists of four lay members and four clergy members of the diocese elected by the annual Diocesan Convention and authorized by the Constitution and Canons of The Episcopal Church. Each year one new lay and one new clergy member are elected to replace retiring members. The Constitution and Canons of the Diocese of California specify membership, duties, and authority of the Standing Committee. One of the Standing Committee's major responsibilities is to serve as the Bishop's Council of Advice; the Canons also give the Committee broad responsibilities for oversight of diocesan affairs. In addition to advising the bishop, the Standing Committee has responsibilities involving such varied matters as the disposition of property, the election and consecration of bishops, ecclesiastical discipline as defined in Title IV, and the approval of candidates for ordained ministry.

### **Qualities and competencies a nominee should have:**

- Experience of serving the diocese and a knowledge of the Diocese of California.
- A working understanding of the polity of the Episcopal Church.
- Good listening skills.
- Ability to work with others in a collaborative manner.
- Ability to deal with difficult and confidential matters in a non-anxious way.
- Prayerful presence.

### **Other information:**

- Officers of the Standing Committee: President, Vice-President and Secretary have a monthly conference call or face to face meeting with the Bishop to prepare a portion of the Standing Committee Agenda.
- Meetings currently are held at Grace Cathedral's Chapter Room from 1 p.m. to 6 p.m. on the first Tuesday of the month, but the Standing Committee is open to consider alternative meeting times and locations.

### **Time Expectations:**

- Up to 6 hours a month for monthly Standing Committee meetings including commuting to meetings.
- Up to 3 hours a month for liaison responsibilities with other committees.
- Up to 5 hours a month in preparation and writing reports, depending on pending issues.

## EXECUTIVE COUNCIL

**Term of Office: 3 years**

**May not be reelected without at least one year break between terms**

**Elect: 2 – at least one must be lay (2015-2018)**

The Executive Council is the Board of Directors of the Diocese, and between Diocesan Conventions exercises all the necessary powers of the convention to implement the conventions' actions. It is responsible for budget and finance, and is the forum for long range visioning, strategy, and planning for the health and growth of the Episcopal Community in the Diocese of California.

The bishop is president of Council and may appoint some members. Convention elects two persons each year; at least one of them must be a lay person. Each deanery also has two representatives on council, at least one of whom must be a lay person. Those elected serve staggered three-year terms. Council meets monthly, typically in the late afternoon/early evening of the third Tuesday of the month. It also holds an annual retreat for planning purposes.

**Qualities and competencies a nominee should have:** experience and/or interest in the three areas of Council's responsibility: governance, finance, and long-range planning.

**Other Information:** the council has recently implemented policies to facilitate full participation of a hearing impaired member and is committed to diversity and full inclusion in its membership. It is prepared to make any necessary accommodations for persons with disabilities where possible.

**Time Expectations:** one 2 hour meeting per month at Grace Cathedral (free parking is available), an annual two day retreat, and other conference calls related to subcommittee work.

## SECRETARY OF THE CONVENTION

**Term of office: 1 year**

**May be reelected**

**Elect: 1 (any order)**

At each Annual Convention, a Secretary shall be elected from among the members of the Convention or from communicants in good standing registered in a congregation of the diocese. The Secretary shall take office 60 days following the close of the Annual Convention at which such officer is elected and shall continue in office until 60 days following the close of an Annual Convention at which the Secretary's successor is elected. The retiring Secretary shall be responsible for the preparation of the minutes of every Diocesan Convention during which the Secretary was in office.

The Secretary shall appoint one or more Assistant Secretaries. In the absence of the Secretary the duties of that office shall be performed by a person appointed by the President of Convention. The Secretary shall send to the cleric in charge of each congregation in union with the Convention forms of certificates of election of Delegates and alternates at least 30 days prior to the time appointed for any Annual or Special Convention.

The Secretary shall cause minutes of the proceedings to be prepared, and, after they have been approved, recorded in a book, and shall preserve the journals and records, attest the public acts of Convention, and deliver to the incoming Secretary all books and papers relating to the Convention.

The Secretary shall send to the Secretary of the General Convention a certificate of the election of clerical and lay deputies and shall perform such other duties as may from time to time be required of the Secretary by authority of the General Convention.

Finally, the Secretary is ex-officio a member of the Executive Council, the Committee on Credentials, and the Committee on Dispatch of Business, as well as serving as an advisor to the Committee on Nominations and the Committee on Resolutions.

**Qualities and competencies a nominee should have:** Good humor, fastidious attention to detail, organizational ability and capacity to communicate organizational processes to others. Familiarity with parliamentary procedure is helpful.

**Time Expectations:** A great deal of time is necessary for this post throughout the year, in supporting the process of developing convention business, as well as attending monthly meetings of the Executive Council.

## **TREASURER OF THE DIOCESE**

**Term of office: 1 year**

**May be reelected**

**Elect: 1 (any order)**

At each Annual Convention a Treasurer shall be elected. The Treasurer of the Diocese shall be a communicant in good standing of the Episcopal Church and registered in a congregation of the diocese. The term of office of the Treasurer shall continue until the close of the next Annual Convention or until a successor is elected. When not a delegate to the Convention, the Treasurer shall, ex officio, be entitled to a seat and a voice in the Convention, but not to a vote.

The primary responsibility for the financial operations of the diocese is held by the Chief Financial Officer (CFO) of the diocese, an employee of the diocese under the supervision of the Bishop. The Treasurer is an officer of the diocese and works closely with the diocese CFO, and serves as a financial advisor to both the Bishop and the CFO on all financial affairs of the diocese. The Treasurer is a member of the diocesan Executive Council, and attends the monthly meetings of this board to make monthly reports on the financial status of the diocese. The Treasurer also serves as the chair of the Finance Committee of the diocese, and chairs the monthly meetings of this committee. In addition, the Treasurer attends the meetings of the Investment Committee, the Audit Committee, and the Program & Budget Committee of the diocese (and normally serves as chair of the Program & Budget Committee). The Treasurer presents an annual report once a year at Convention on the financial affairs of the diocese, including the annual audited financial statements of the Diocesan Corporation and a report on the finances of the Corporation Sole.

**Qualities and competencies a nominee should have:** The Treasurer should have strong financial and accounting skills, and an ability to interpret, understand, and communicate information about the financial affairs of the diocese. The position also requires attendance at numerous monthly meetings during the course of the year, and frequent interaction with the CFO of the diocese.

**Time Expectations:** The time requirements for the Treasurer are considerable. The position requires attendance at numerous meetings during the year including: (1) monthly meetings of the Executive Council, (2) monthly meetings of the Finance Committee, (3) quarterly meetings of the Investment Committee, (4) periodic meetings of the Audit Committee and the Program & Budget Committee, (5) periodic meetings with the CFO and the Bishop, and (5) the annual Convention.