

The Episcopal Church  
Province III  
Job Description

Position Title: Representative to the Executive Council

Overview: Two persons, one lay and one ordained, are elected by the Province III Synod as members of the Executive Council of the Episcopal Church. These two Province III representatives will be part of the 18 Executive Council members who are elected by the nine Provinces. The Province III Representatives to the Executive Council shall have completed or shall complete anti-racism training within one year of being elected. In addition, each representative shall be canonically and geographically resident in Province III at the time of his/her election and during his/her term of office. For additional eligibility requirements, see section 1 of Ordinance V <http://www.province3.org/ordinances>.

Duties of the Office:

Our Representatives on the Executive Council will

- A) make every effort to attend all its meetings and actively participate in its business;
- B) make a report at each regular meeting of the Province III Synod and the Provincial Council;
- C) will have a seat, voice and vote at the meetings of the Provincial Council and seat and voice at the meetings of the Synod;
- D) They will serve with the Province III President and other Province III officers in setting the agendas for all meetings and fulfilling other business matters.

In the event of a vacancy, the Officers shall first contact the runner ups (in order) in the election to seek a person (of the same Order) to fill out the unexpired term.

Job Description Revised and Approved:

\_\_\_\_\_

Date of Council Meeting

\_\_\_\_\_

Province III President

\_\_\_\_\_

Province III Vice President