

The Episcopal Church
Province III
Job Description

Position Title: Council Diocesan Representative

Overview: The incumbents are Diocesan Representatives who have been chosen at the annual Province III Synod meeting by the Bishops and Delegates from each diocese for the Diocese that they represent. The Province III Council Diocesan Representatives shall have completed or shall complete anti-racism training within one year of being appointed. For additional eligibility requirements, see section 1 of Ordinance VI <http://www.province3.org/ordinances>.

Expectations of the Position:

- A) The incumbent Representatives will attend the annual fall Council meetings and the annual Province III Synod;
- B) The incumbents will bring concerns and relevant news of the Representatives' Diocese to Province III Council meetings and to the annual Synod;
- C) They will send a replacement if unable to attend Province III meetings;
- D) They will have a seat, voice and vote at the meetings of the Province III Council;
- E) They will send reports of the Council meetings to their Diocese's executive bodies and to their Diocese's newsletters and other communication outlets to ensure the work of the Province III Council is made known within their Diocese;
- F) They will ensure a Province III presence at their Diocesan Conventions or Councils, speaking and/or distributing information at the annual gathering about the work of the Province;
- G) Assist the Province III Ministry Coordinators in recruiting a representative in each Diocese;
- H) Maintain a working knowledge of the current Diocesan contacts for each Province III Ministry Program;
- I) Provide information to the people of their Dioceses about the work of the ministry programs;
- J) In communication with their respective bishops, actively promote the work of Province III
- K) Inform the Province III Coordinator of changes in their Diocese's Province III Council and Synod membership;
- L) Encourage the inclusion of a link to the Province III website on their Diocese's website;

There may be additional expectations and/or formal responsibilities dictated by the incumbents' respective Dioceses.

Job Description Revised and Approved:

Date of Council Meeting

Province III President

Province III Vice President