

The Episcopal Church
Province III
Job Description

Position Title: Province III Treasurer

Overview: The incumbent is one of the bishops, presbyters, deacons or lay persons of the THIRD Province, elected by the Synod, and shall hold office as specified in Ordinance III of Province III, Section 6, (<http://www.province3.org/ordinances>), or until a successor is chosen. A vacancy in the office of Treasurer shall be filled by appointment of the President until the next meeting of the Synod. The person elected to fill a vacancy shall hold office until the end of the term specified in Ordinance III, Section 1. No individual shall serve more than two consecutive terms as Treasurer. The Treasurer shall have completed or shall complete anti-racism training within one year of being elected.

Duties of the Office:

- A) The Treasurer shall receive and disburse all monies under the authority of the Synod;
- B) The Treasurer shall report on all accounts at the annual Synod meetings, and be responsible for the accounts being audited annually under the authority of the Synod;
- C) The Treasurer (with the Province III Coordinator) shall prepare the proposed annual budget for presentation at the Annual Council Meeting;
- D) The Treasurer (with the Province III Coordinator) shall be available to support the Province III Ministry Coordinators in preparation of their program budgets;
- E) The Treasurer (with the Province III Coordinator) shall monitor the financial performance to the budget during the year;
- F) Attends the annual Provincial Synod and Council meetings;
- G) Prepares financial reports for other Provincial meetings as requested.

Job Description Revised and Approved:

Date of Provincial Council Meeting

Province III President

Province III Vice President