

The Episcopal Church
Province III
Job Description

Position Title: Province III Vice President

Overview: The incumbent is one of the bishops, presbyters, deacons or lay persons of the Province III, elected by the Synod, and shall hold office as specified in Ordinance III, Section 3, or until a successor is chosen. A vacancy in the office of Vice President 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 Section 1. No individual shall serve more than two consecutive terms as Vice President. The Vice President shall have completed or shall complete anti-racism training within one year of being elected. For additional eligibility requirements, see section 4 of Ordinance III <http://www.province3.org/ordinances>.

Duties of the Office - Regular Duties:

- A) Maintains regular contact with the President during the months between the Annual Synod and Council meetings;
- B) Attends and participate in the Annual Synod and Council meetings;
- C) Collaborates with the Province III Officers, Executive Council Representatives, and Ministry Coordinators in setting the agendas for all meetings;
- D) Collaborates with the Province III Officers, Executive Council Representatives, and Ministry Coordinators in carrying out business and ministries approved at the annual Synod and Council meetings.

Duties of the Office - Duties in the Absence of the President:

- A) Presides at the Annual Synod and Province III Council meetings;
- B) Presides at meetings of the Province III Officers/Leadership;
- C) In the event of a vacancy among the officers, and in the unavailability of the President, shall appoint a successor until the next Synod;;
- D) In the unavailability of the President, is an ex-officio member of all Program/Ministry Standing Committees and Departments;
- E) Together with the Treasurer, supervises the Province III Coordinator;
- F) Collaborates with the Province III House of Bishops, Province III Officers, Executive Council Representatives, and Ministry Coordinators in setting the agendas for all meetings;
- G) Collaborates with the Province III Officers, Executive Council Representatives, and Ministry Coordinators in carrying out business and ministries approved at the annual Synod and Council meetings;
- H) If supervising the Province III Coordinator, sets the scope of authority for the incumbent.

Job Description Revised and Approved:

_____ Date of Council Meeting

_____ Province III President

_____ Province III Vice President