

29.--Administration and Finance Committee

1. There shall be an Administration and Finance Committee, which shall be responsible to the Diocesan Council of Synod for all matters relating to the business administration and financial affairs of the Diocese and all properties under the direct control of Synod. Without limiting the generality of the foregoing, the Administration and Finance Committee shall be responsible to the Diocesan Council for the following matters:
 - (a) budget;
 - (b) lands and property;
 - (c) investment;
 - (d) grants and loans;
 - (e) all matters pertaining to insurance; and
 - (f) such other matters as may be assigned to it by the Diocesan Council.
2. The Administration and Finance Committee shall consist of the following persons:
 - (a) the Bishop or his/her designate;
 - (b) the bishop(s) suffragan and coadjutor (if any);
 - (c) the Secretary-Treasurer;
 - (d) seven members (who may, but need not, be members of Synod) elected by the Synod on the Nomination Ballot for a one year term;
 - (e) up to seven additional members (who may, but need not, be members of Synod) appointed by the Bishop or his/her designate in consultation with the chair of the Administration and Finance Committee to provide the experienced leadership required.
3. The election and appointment of members pursuant to sections 2(d) and 2(e) shall be subject to the following provisions:
 - (i) Members may be re-elected or reappointed for up to five additional one year terms, following which the individual shall not be eligible for re-election or reappointment for two successive years.
 - (ii) The chair and vice-chair shall be elected by the members of the Administration and Finance Committee at their first meeting following Synod each year.

- (iii) The chair shall have a maximum term of office of three consecutive one year terms.
 - (iv) In the circumstance where the chair is appointed in his/her fifth or sixth year as a member, then such person may continue to be a member if required to complete a second or third year as the chair.
 - (v) The chair, vice-chair and members of the Administration and Finance Committee may be lay or clerical.
- 4. The Administration and Finance Committee shall establish such sub-committees and task forces as may be required to fulfill its duties and shall establish their terms of reference.
- 5. The membership of the sub-committees shall consist of:
 - (a) members (who may, but need not, be members of the Administration and Finance Committee) who shall be appointed annually by the Bishop or his/her designate, in consultation with the chair of the Administration and Finance Committee, and who may be reappointed for up to five additional one year terms, following which the individual shall not be eligible for reappointment to such sub-committee for two successive years, except in the case of the Investment Sub-Committee, where terms may be extended at the request of the Bishop;
 - (b) at least one member of the Administration and Finance Committee shall be a member of each sub-committee, and may, but need not be, the chair;
 - (c) the Bishop or his/her designate shall recommend annually the chair of each sub-committee to the Administration and Finance Committee membership for ratification;
 - (d) the maximum term of office of the chair shall be three consecutive one year terms;
 - (e) in the circumstance where the chair is appointed in his/her fifth or sixth year as a member, then such person may continue to be a member, if required, to complete a second or third year as chair;
 - (f) the chair and the members of sub-committee may be lay or clerical.
- 6. Meetings of the Administration and Finance Committee and its sub-committees shall be held as follows:
 - (a) The annual inaugural meeting of the Administration and Finance Committee shall be called by the Secretary-Treasurer as soon as practicable following the annual meeting of Synod and before the first meeting of the Diocesan

Council. At such meeting, the members of the Administration and Finance Committee shall elect from among themselves a chair and vice-chair.

- (b) The chair of the Administration and Finance Committee and the chairs of the sub-committees shall consult with the Secretary-Treasurer as to the scheduling of the meetings and planning of the agendas.
 - (c) If practicable, the Administration and Finance Committee shall meet not less than ten days prior to each regular Diocesan Council meeting.
 - (d) The material from the Administration and Finance Committee for the Diocesan Council shall be distributed in advance to all Diocesan Council members.
 - (e) All sub-committees shall ordinarily report through the Administration and Finance Committee to the Diocesan Council.
7. Without limiting the generality of the foregoing the Administration and Finance Committee shall:
- (a) make recommendations to the Diocesan Council for plans for the orderly financial development of the Diocese;
 - (b) make recommendations to the Diocesan Council with respect to expenditures from the capital funds of the Diocese;
 - (c) make recommendations concerning the Diocesan budget to the Diocesan Council and recommendations for the raising of the necessary funds;
 - (d) make recommendations to the Diocesan Council regarding the appointment of auditors and their remuneration;
 - (e) make recommendations to the Diocesan Council regarding banking and Parish billing and payroll arrangements, systems of bookkeeping and accounting, the care of securities, investments, land, property and other matters relating to the finances of Synod and such other matters as the Administration and Finance Committee deems advisable;
 - (f) consider all applications for payment out of the Revolving Loan Fund or the Huron Development Fund and make recommendations to the Diocesan Council thereon;
 - (g) consider and advise generally the Diocesan Council on all matters relating to administration and finances of the Diocese.
8. The Administration and Finance Committee may assign any of its duties and responsibilities to a sub-committee or task force thereof for consideration and report to the Diocesan Council.

9. The Secretary-Treasurer shall be the secretary of the Administration and Finance Committee and may, but need not, be the secretary of the sub-committees or task forces thereof.