

SECTION 1 - ADMINISTRATION

Origin: TOTP Assembly

Status: Mandate & Policy

Distribution: All Parishes

Approved: TOTP Assembly

Date: May 2013

1.4.2 Mandate of the Policy Committee

1.4.2.1 Purpose

The purpose of the Policy Committee is to write, review and update all policies and procedures to provide standardization in daily operational activities. Policies and procedures provide clarity when dealing with issues and activities critical to health and safety, legal liabilities and regulatory requirements.

TOTP Policies are reviewed by the Administration Committee and recommended to the Coordinating Council or Assembly for approval.

1.4.2.2 Membership

The Policy Committee will consist of:

- One member from each Regional Deanery (2)
- One member from Administration Committee (1)
- Members at Large appointed by the Bishop
- The Bishop

1.4.2.3 Term of Office

Term of office for each member of the Policy Committee is two (2) years

- Members may serve 3 consecutive terms
- Members having completed three (3) consecutive terms may serve again after an absence of at least one year
- Authority will rest with the Bishop in consultation with Coordinating Council to provide an extension to a term of office

1.4.2.4 Meetings

Meetings of the Policy Committee are determined by the Chair in consultation with the Bishop and the need for TOTP policies.

1.4.2.5 Replacement of Members

From time to time a member of the Policy Committee may leave office due to:

- Death
- Resignation
- Attendance Problem
- Other legitimate reason

At which time it shall be at the Bishop's discretion in consultation with Coordinating Council to appoint a substitute member to complete the remainder of the term of office.