

SECTION 1 - ADMINISTRATION

Origin: TOTP Assembly

Status: Mandate & Policy

Distribution: All Parishes

Approved: TOTP Assembly

Date: October 2002

Revised: TOTP Assembly

Date: May 2013

Revised: Coordinating Council

Date: 21 April 2017

1.3 Mandate of the Administration Committee

1.3.1 Purpose

The Administration Committee will support the work of the Central Interior Parishes by developing budgets, monitoring administrative and financial matters, recommending policy and providing liaison with the Fraser Basin Property Society.

The Administration Committee will meet as needed and will report to Coordinating Council.

1.3.2 Membership

The Administration Committee will consist of:

- The Bishop of the Central Interior
- The Financial Officer
- Four members of Coordinating Council
- Two members appointed by the Bishop reflecting needed skills
- The Administrative Assistant/Recording Secretary, as non voting staff members

1.3.3 Term of Office

- Members of Administration Committee are selected from Coordinating Council at the first meeting of the Coordinating Council at the Bi-Annual Assembly
- Term of office for each member 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 Coordinating Council to provide an extension to a term of office

1.3.4 Meetings

- Administration Committee meets a minimum of four (4) times a year with some meetings held electronically
- A quorum of any Committee of TOTP shall consist of one half of the members

1.3.5 Replacement of Members

- From time to time a member of Administration 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 the Administration Committee to appoint a substitute member to complete the remainder of the term of office