



## Duties and Expectations of a Councillor

Approved by:

Date:

### 1.0 Purpose

The Anglican Network in Canada is committed to ensuring that it achieves standards of excellence in the quality of its governance, and has adopted this policy to provide overall guidance with respect to the Council's duties and expectations within the Anglican Network in Canada.

### 2.0 Scope

Applies to all elected Councillors and is provided for information to all potential Councillors before they are recruited for appointment or election to the Council. A Council member who wishes to serve on the Council must confirm in writing that he or she will abide by this policy.

### 3.0 Policy

All Councillors must comply with the responsibilities defined below and exhibit the character qualities and requirements prescribed for leaders of the Church in [1 Timothy 3:1-13](#), [2 Timothy 2:1-13](#) and [Titus 1:5-9](#).

### 4.0 Responsibilities – Position Description –

5.1 As a member of the Council of the Anglican Network in Canada, and in contributing to the collective achievement of the role of the Council, the individual Councillor is responsible for the following:

#### a) Fiduciary Duties

Each Councillor is responsible to act honestly, in good faith, and in the best interests of the Anglican Network in Canada, and in so doing, to support the organization in fulfilling its mission and discharging its accountabilities. A Councillor shall apply the level of skill and judgment that may be reasonably expected for a person with his or her knowledge and experience. Councillors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Council.

#### b) Accountability

A Councillor's fiduciary duties are owed to the Corporation. The Councillor is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the Anglican Network in Canada as a whole. A Councillor shall be knowledgeable of the stakeholders to whom the organization is accountable, and shall appropriately take into account the interests of such stakeholders when making decisions as a Councillor, but shall not prefer the interests of any one group if to do so would not be in the best interests of the Anglican Network in Canada. The Councillor acts ethically, honestly and in good faith, and exercises the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstances.

#### c) Education

A Councillor, through education and orientation, shall become familiar with:

- i. The Anglican Network in Canada, and the services it provides;
- ii. The needs of the parishes it serves;
- iii. The duties and expectations of a Councillor;
- iv. The Council's governance role;
- v. The Council's governance structure and processes;
- vi. Council-adopted governance policies; and,
- vii. ANiC policies applicable to Councillors.
- viii. A Councillor will participate in a Council orientation session, and Council education sessions.

**d) Exercise of Authority**

A Councillor carries out the powers of office only when acting as a voting member during a duly constituted meeting of the Council or one of its appointed committees. A Councillor respects the responsibilities delegated by the Council to Staff, avoiding interference with their duties but insisting upon accountability and reporting mechanisms for assessing organizational performance.

**e) Team Work**

A Councillor shall develop and maintain sound relations and work cooperatively and respectfully with the Council chair, members of the Council, and senior management.

**f) Community Representation and Support**

A Councillor shall represent the Council and ANiC when asked to do so by the Council chair.

**g) Time and Commitment**

A Councillor is expected to commit the time required to perform Council and committee duties. It is expected that a Councillor will devote approximately 10 hours per month.

The Council meets approximately five times a year (plus additional electronic meetings) and a Councillor is expected to attend at least 75 percent of Council meetings. A Councillor is expected to serve on at least one standing committee. Committees generally meet monthly.

**h) Contribution to Governance**

Councillors are expected to make a contribution to the governance role of the Council through:

- i. Reading materials in advance of meetings and coming prepared to contribute to discussions;
- ii. Offering constructive contributions to Council and committee discussions;
- iii. Contributing his/her special expertise and skill;
- iv. Respecting the views of other members of the Council;
- v. Voicing conflicting opinions during Council and committee meetings, but respecting the decision of the majority, even when the Councillor does not agree with it;
- vi. Respecting the role of the Chair;
- vii. Respecting the role and Terms of Reference of Council committees; and,
- viii. Participating in Council evaluations and annual performance reviews.

**i) Continuous Improvement**

A Councillor shall commit to be responsible for continuous self-improvement. A Councillor shall receive and act upon the results of Council evaluations in a positive and constructive manner.

**j) Term and Renewal**

A Councillor is elected to the Council according to the ANiC by-laws respecting Councillors.