

Provincial Synod of Canada
Position Description

Position: Chancellor

Eligibility: a judge or lawyer

Term of Office: At the pleasure of the Metropolitan

Appointed by: Metropolitan in consultation with Prolocutor

The Chancellor is an Officer of the Synod, and a member of the Synod and Council. (Constitution 3(1)(d), 5(1)(f), 6(3)(f)). He or she is appointed by the Metropolitan in consultation with the Prolocutor (Constitution 5(10)), and must be a judge or a member of the bar of at least ten years standing within the Ecclesiastical Province (Constitution 5(10)(b)). He or she need not be a member of the Provincial Synod prior to appointment (Constitution 5(10)(a)).

The duties of the Chancellor, are:

- to act as legal advisor to the Metropolitan, the Synod and the Council and to assist the Assessors during sessions of the Synod (Constitution 5(11));
- to advise the Chair on questions of order (Rules of Order (2)(2));
- to act as an assessor to the Provincial Court (Canon 5 8(2)).

The Chancellor should plan on committing sufficient time for the Synod and Council meetings, and follow-up activities, plus six to eight conference calls through the year with the executive. The executive also travel to the Synod and Council meetings one day early in order to meet and prepare for the Synod and Council meetings. In addition the Chancellor should be available for periodic consultation with the Metropolitan, and prepared to take on other duties on behalf of the Province. In particular the Chancellor should be prepared to play a lead role in the development and maintenance of the Constitution, Canons and policies of the Province.

The total time commitment required in addition to the actual meeting times should be an average of about two or three work days per month, although there will inevitably be months with much more than average time required, balanced against months with little or no time required.

In addition to a general willingness to serve in the capacity of Chancellor and a commitment to the work and life of the Provincial Synod, desirable qualities include knowledge of the Constitution, Canons and policies of the Synod, knowledge of the General Synod, and knowledge of Canon Law.