

**Provincial Synod of Canada**  
**Position Description**  
**Chancellor and Vice-Chancellor**

**ELIGIBILITY:**

The Chancellor and Vice-Chancellor shall be communicant members of the Anglican Church of Canada. They shall also be either a judge of a court of Record of record or a lawyer with at least ten years standing before a Provincial law society of a province within the Ecclesiastical Province of Canada. Neither the Chancellor nor the Vice-Chancellor to be a member of the Provincial Synod prior to appointment.

**TERM OF OFFICE:**

The Chancellor and the Vice-Chancellor appointed by The Metropolitan following consultation with the Prolocutor. In practice, the Chancellor and Vice-Chancellor tender their resignations on the election of a new Metropolitan, and the new Metropolitan may request that both or either continue to serve.

**DUTIES:**

The duties of the Chancellor and Vice-Chancellor are to provide legal advice to the Metropolitan, the Provincial Synod, the Provincial Council and the Provincial Executive. They are required or expected:

- generally, to provide advice to and otherwise assist the Metropolitan, the Provincial Synod, the Provincial Council and the Provincial Executive.
- to provide legal advice and otherwise assist any task group, working group, committee, or other subordinate body appointed by the Metropolitan, the Provincial Synod, the Provincial Council or the Provincial Executive.
- To attend all meetings of the Provincial Synod, Provincial Council and the Provincial Executive. Note: The Vice-Chancellor is legally required to attend these meetings only in the absence of the Chancellor. There may be occasions where it is beneficial for both the Chancellor and Vice-Chancellor to attend the same meeting.
- To work with the Secretaries and the Assessors to ensure the orderly functioning of the Resolutions Committee of the Provincial Synod
- To assist, when requested, in the drafting of legislation, legislative reform proposals and notices of motion.

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- To ensure compliance with the Rules of Order and Procedure of the Provincial Synod.
- To initiate each meeting of the Provincial Synod and the Provincial Council by advising the Metropolitan whether a quorum exists.
- To promote teamwork among the Chancellors, Vice-Chancellors and Canonists of Dioceses with the Province and the broader Anglican Church of Canada.
- To assist in ensuring that Dioceses nominate appointees to the Provincial Court of Appeal.
- To provide advice, when requested, to task forces, committees examining needed reforms to the governance of the Province.
- To assist the Metropolitan at a Diocesan electoral synod at the request of the Metropolitan.
- To attend other meetings at the request of the Metropolitan.

**TIME COMMITMENT REQUIREMENTS:**

- The Chancellor, in conjunction with the Vice-Chancellor, should plan on committing sufficient time for the Council meetings, the next Synod meeting, and follow-up activities, plus Executive conference calls.
- The Chancellor should allow sufficient time to met with the Executive to plan for Synod and Council meetings.
- In addition, the Chancellor and Vice-Chancellor should be available for periodic consultation with the Metropolitan and Prolocutor and Deputy Prolocutor and prepared to take on other duties on behalf of the Province.

**FUNCTIONS:**

- The Chancellor and the Vice-Chancellor are members of the Provincial Synod, the Provincial Council and the Provincial Executive.
- The Chancellor and the Vice-Chancellor should have knowledge of the Constitution, Canons and policies of the Synod.