

Position Description Treasurer of the General Convention

**Term of office: 3 years—from the close of General Convention 2015
through General Convention 2018**

Number to be elected: 1

Position Description: The Treasurer of General Convention is a volunteer position to be distinguished from the full-time paid position of Financial Officer of Executive Council/Treasurer of the Domestic and Foreign Missionary Society (“Financial Officer”). The Treasurer is elected by concurrent action of the House of Deputies and House of Bishops at each General Convention (Canon I.1.7). The Treasurer of General Convention is part of the General Convention Office which also includes the Secretary of General Convention and Manager of General Convention. Much like an elected treasurer of a Diocese or other non-profit, the Treasurer oversees the preparation of a proposed budget for General Convention which is then reviewed and approved by Executive Council and then by the Joint Standing Committee on Program, Budget, and Finance before final presentation, amendment and approval by the General Convention. The Treasurer then oversees the receipt, investment, and disbursement of money in accordance with the budget adopted by General Convention. The day-to-day work on these matters is carried out by the staff of the Finance Office at the Church Center under the Direction of the Financial Officer of the Executive Council.

Explanation: One person may, but need not, hold both the volunteer position of Treasurer of General Convention and the paid staff position of Financial Officer of Executive Council/Treasurer of the Domestic and Foreign Missionary Society.

Qualities and Competencies a nominee should have: Nominees should have a broad understanding of the Episcopal Church, its programs, governance and polity, the role of General Convention and demonstrated expertise in the areas of budgeting, investments, and financing and debt. Experience in working closely with staff while in a volunteer position is desirable. It is vital that incumbents have computer literacy and internet access (knowledge of Adobe Connect or like video-conferencing is highly desirable).

Duties of this office:

- Receive and disburse monies collected under the authority of General Convention
- Invest surplus funds in consultation with Presiding Bishop and Financial Officer
- Render accounts to regular meetings of General Convention
- Borrow money to defray the expenses of General Convention with approval of the Presiding Bishop and Executive Council

- Submit a detailed budget to General Convention
- Expend all monies covered by the General Convention budget

Other Information: The Treasurer of the General Convention is a member of the Joint Standing Committee on Planning and Arrangements and on the Joint Standing Committee on Program, Budget, and Finance.

The Treasurer must give a bond conditioned on the faithful performance of assigned duties, the amount and terms of which must be approved by the Presiding Bishop.

Time expectations:

- Two weeks for General Convention
- Three meetings per year of Executive Council; 3-4 day meetings plus travel time, one meeting occurs over a weekend per year
- Several multi-day meetings for Joint Standing Committee on Program, Budget, and Finance (generally occur in General Convention year)
- Several multi-day meetings per year for Joint Standing Committee on Planning and Arrangements
- Substantial time prior to General Convention to understand the Church's finances and develop the proposed budget in conjunction with the Financial Officer
- Ongoing availability to keep up to date on the financial situation of the Church, monitor the General Convention budget, and for frequent consultation with the Financial Officer