

PROVINCE VIII OF THE EPISCOPAL CHURCH
PROVINCIAL NETWORK STRUCTURAL GUIDELINES

PURPOSE:

Each network represents a defined active participating ministry of the Province that involves a minimum 3 dioceses. Each network shall be in compliance, as applicable with the Ordinances of the Province and the Canons of The Church.

MEMBERSHIP:

Network members should be from at least 3 dioceses in the Province. Members should be recommended by their diocesan bishop. New networks that meet the criteria set forth by these guidelines will be considered for membership by the Provincial Executive Committee.

STRUCTURE:

Each participating network will, in an organizational statement, define their mission, structure, membership, leadership, budgeting process and communications. This statement will be in writing, signed by a two thirds majority of the network membership and submitted to the Cluster Convener, Provincial Coordinator and Executive Committee for the Provincial files. Updates and revisions will be submitted within one month of any changes.

LEADERSHIP:

Each network Convener will be chosen from the network membership by the network membership in consultation with the Provincial Executive Committee.
The term and term limits for the network convener will be determined and set by the membership as set out in the network's organizational statement in consultation with the Provincial Executive Committee.
The Provincial Executive Committee recommends: 3 year terms; 2 term maximum; succession planning in the second term.

COMMUNICATION:

Regular meetings (at least two, annually) for the network shall be scheduled and may be face-to-face or via conference call. Each network will participate in a meeting of the Provincial Cluster to which it is a member at least once a year, not including the annual Provincial Leadership Conference. Each network will participate in the annual Provincial Leadership Conference.

FINANCES:

All monies received and expended by the network will be recorded and maintained in a fiscally and responsible manner for at least 7 years. These records will be made available to the Cluster Convener, Provincial Treasurer, Coordinator and Executive Committee upon request. The network's proposed annual budget should be prepared in consultation with the network's other cluster network members. The proposed budget will be submitted to the Cluster Convener, Provincial Treasurer and Executive Committee for discussion and final approval at the annual Provincial Leadership Conference. This budget will include details for all anticipated income (source) and expense (reasons for, to whom, etc.). The network will function within the budget approved by the Provincial Executive Committee. Any deviations from the budget should be communicated to the network's Cluster Convener for further discussion and action, if necessary, with the Provincial Coordinator, Treasurer and if necessary, the Executive Committee.

ACCOUNTABILITY:

The network will prepare an annual report which will be presented by the network convener or their assignee at the annual Provincial Leadership Conference. This report will include: 1) the programs and events that the network has been active in providing and participating in; and 2) an evaluation of the network's ministry for the past year must include successes and difficulties. A report will be presented by the network convener, or assignee, at the annual Provincial Leadership Conference in regards to the network's plans for the following calendar year. This report should conform to the proposed budget for that year (see Finances, above). A final year end budget and performance report will be submitted by the network convener, or assignee, to the Cluster Convener, Provincial Coordinator and Treasurer including all monies received and expended with the reasons for the receipts and expenses. All fund requests must be submitted by the network convener to the Cluster Convener accompanied by the proper documentation as required by the Provincial Treasurer and Executive Committee. These requirements are based upon a "best practice" fiduciary process.

Duties of Cluster Convener

Serve as a member of the Provincial Executive Committee

Report Cluster activities and represent the concerns of the Cluster

Make recommendations to EC on leadership and program concerns

Oversee the annual budget activity of the Cluster

Duties of Network Chairs (Rev. 3/27/08)

Maintain contact list of diocesan leaders for the network

Schedule and conduct meetings of the network

Coordinate the activities of the network

Keep Provincial Coordinators and Cluster Conveners in the loop re: all activities

Communicate progress on annual network activities to Cluster Convener

Serve as a “connector” between the networks, dioceses, Executive Committee and ECC

Administer annual network budget expenses

Oversee timely submission of budgeted reimbursements

Attend and participate in Provincial Synod and PLC meetings