

Planning and Agenda Team Terms of Reference

Purpose

To assist the Council of the General Synod in the visioning, planning and management of the mission of General Synod.

Responsibilities

- plan the Council of General Synod agenda to ensure time for networking, reflection and business
- provide assistance the Primate and the Prolocutor in meeting management and evaluation strategies
- ensure educational sessions at each Council of General Synod meeting and assist in the design of the sessions
- review job descriptions of Council members, terms of reference of the Council, committees and councils at the beginning of each triennium
- encourage and facilitate the Council of General Synod in its visioning and planning responsibilities
- enable the evaluation of activities and initiatives of the Council of General Synod
- enhance communication between standing committees and councils of the General Synod and with member dioceses on matters and issues relating to the mission of the Anglican Church of Canada* (From MCG T of R)
- enable Council to engage with determining priorities for the work of General Synod

The Planning and Agenda Team normally will meet for two days (not immediately) prior to the meeting of the Council of General Synod. If tasks assigned during the term require additional meetings these will be arranged. The Planning and Agenda team will meet with the Primate and the Prolocutor, if possible, one day prior to each Council meeting.

