

Draft Sept 2014

Roles and Responsibilities of the members of the PAC (as set out in the “Guidelines for Parish Advisory Councils of the Archdiocese of Cardiff)

Presidency

- The Parish Priest is the President.
- He is neither a member nor an officer of the Council as this is his advisory body
- The President ensures there is a spiritual and pastoral dimension to the meetings and activities of the Council.
- He should encourage all members to express their opinions and foster a climate in which collaborative ministry can develop.
- He should work closely with the officers in providing leadership to the Council.
- The President should ratify all decisions of the Council

The Chairperson

- With the President, gives leadership to the Council
- Convenes the meetings of the PAC
- With the President and Officers, prepares the Agenda
- Chairs the meetings of the PAC or Parish with impartiality
- Is responsible for ensuring that all ratified decisions of the Council are carried out
- Provides an annual report on the activities of the PAC

The Vice Chairperson

- Gives support and loyalty to the Chairperson
- Chairs the meetings in the absence of the Chairperson
- Arranges for the election of a new Chairperson should the Office become vacant before the term of office expires

The Secretary

- In conjunction with the Chairperson, is responsible for all Council correspondence
- Issues notice of forthcoming Council and Parish Meetings
- Issues the Agendas for these meetings
- Takes the minutes of these meetings and agrees them with the Chairperson
- Distributes minutes or arranges for them to be published as appropriate

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- Keeps a list of Officers and Council members together with their full contact details, dates of election/co-option

The Treasurer

- The treasurer is not an elected member of the PAC- he is appointed by the President
- He is an ex officio member of the PAC
- Responsible for the financial management of the Parish
- Prepares financial reports to the PAC and such other statutory reports as are necessary to comply with current Standing Orders

Elected/Co-opted Members

- To participate fully in the activities of the PAC
- Wherever possible provide practical advice and leadership in any specialist skill area required from time to time by the PAC
- Ensure that the PAC as a body complies with the requirements of the Parish Constitution
- To act as liaison officer between various Parish Groups and the PAC, and to bring to the attention of the PAC any issues put forward by the groups.