



Anglican Diocese of Fredericton
ROLES AND RESPONSIBILITIES

Synod Arrangements Committee

Brief Description and Mandate

The Arrangements Committee coordinates providing the facilities for Synod including, the primary meeting site, auxiliary rooms, meals, refreshments and accommodations for delegates, guests and observers. Also, the Committee endeavors to provide input and address other needs as determined by Synod Planning.

On-going Responsibilities and Reporting

The Arrangements Committee reports to and receives direction from the Synod Planning group. As the Agenda for the upcoming Synod unfolds the Arrangements Committee:

- Books a facilities
- Works with Credentials Committee to develop required registration information
- Proposes a system for arranging meals, exhibits, special events
- Produces cost estimates for needs as determined during planning

As the Agenda becomes more developed the Arrangements Committee:

- determines finalized requirements for set up, access, interior signage, and non electronic equipment
- finalizes food and refreshments plans
- recruits volunteers required.

During Synod :

- coordinate with Diocesan staff
- Inspect set-up and make changes as needed
- Direct and assist Synod members and facilitate receptions, meals, accommodations and travel.

Membership

Membership includes chair and the local arrangements members
Representative of the Synod Technical Support Committee
Members of Diocesan Staff as appropriate
Other members as needed

Budget

Synod session budget part of Diocesan Budget approved by Diocesan Council.

Sub-groups and Other Links

Synod Planning, Synod Credentials, Synod Technical Support, Agenda and any Diocesan groups participating in Synod.

Updated

Day	Month	Year
05	10	2009