



Anglican Diocese of Fredericton  
**ROLES AND RESPONSIBILITIES**

**Synod Technical Support**

**Brief Description and Mandate**

- To provide technical support to meet the audio/visual requirements of a session of the Diocesan Synod.

**On-going Responsibilities and Reporting**

- In coordination with Synod Planning develop an audio/visual plan to meet the requirements of the Synod.
- In coordination with the Synod Planning arrange for all audio/visual equipment to be on-site for the Synod.
- On-site, just prior to the Synod:
  - Test all audio and visual equipment to ensure it is in working order for the synod.
  - Test all presentations to ensure hardware and software compatibility.
- At the Synod:
  - Facilitate all audio/video presentations.

**Membership**

- Chair
- Representative members of the Synod Arrangements and Worship Committees
- Committee members with the appropriate expertise required to meet the technical requirements of the Synod.

**Budget**

- Part of the overall budget for a session of the Synod.
- Dependant on the audio/visual requirements of the Synod.

**Sub-groups and Other Links**

- Synod Planning Committees working closely with the Agenda Committee.

**Updated**

Day	Month	Year
05	10	2009