

**CANON 17**  
**ADVISORY BOARD**

1. At each annual meeting of the vestry there shall be constituted a committee of the vestry to be known as the Advisory Board, hereinafter called the Board unless the vestry by resolution fixes a term of more than one but not more than three years for the members whose positions have a term not otherwise determined by any other Canon.

2. **Membership**

It shall be composed of:

- 1) The Incumbent;
- 2) The Churchwardens;
- 3) The Deputy Churchwardens, if any;
- 4) The Treasurer, if appointed;
- 5) Not less than two other members of the vestry as shall be named at the annual vestry meeting, one half of whom shall be appointed by the Incumbent;
- 6) The Lay Members of Synod elected by Vestry;
- 7) If the vestry so desires:
  - a. one representative each from such parochial organizations as shall be designated by the vestry, such representatives to be chosen by each of these organizations;
  - b. any such elected officials as shall be designated by the vestry;
  - c. appointed Lay Members of Synod from the parish;
  - d. not less than one cemetery trustee, if any.

3. **Regulations**

- 1) Vacancies occurring between vestry meetings shall be filled by:
  - a. appointment by the Incumbent in the case of those originally appointed by the Incumbent;
  - b. by the organization in the case of those originally appointed by that organization;
  - c. by the Board in the case of those originally appointed by the vestry.
- 2) The Chairperson shall be elected annually by the Board.
- 3) The Board shall elect a Secretary and the minutes of each meeting shall be entered in a book to be kept for that purpose.
- 4) The Board shall hold regular meetings, at least quarterly.

4. **Duties**

The duties of the Board shall be to perform such duties as may be delegated to it by the vestry, the Incumbent or the Churchwardens, and to act in an advisory capacity to the Incumbent and Churchwardens as follows:

- 1) To receive from the Churchwardens at least quarterly a written financial statement and a report on all parish matters of importance and to make recommendations thereon.
- 2) To receive the budget to be submitted at the annual meeting of the vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon.
- 3) To make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the parish.