Report of Executive Officer Review Committee

Greetings

The vacancy in the position of Executive Officer has afforded an opportunity to provide clarity for the church in the search for the right person for that role. We were charged by the Presiding Officers as an ad-hoc committee within Executive Council "to examine the role, function, and canonical structure of the position of the executive officer of General Convention" and report to the Executive Council on our findings after review by the Presiding Officers.

The position of the Executive Officer (EO) of the General Convention is defined in the Canons. It is challenging to understand because it always has been entangled with the canonical positions of the Secretary of the House of Deputies, the Secretary of the General Convention, and the other offices held, ex officio, by the Secretary of the General Convention. Some of those ex officio positions are offices of the General Convention (Registrar, Historiographer, etc.) some of the Executive Council (Secretary of the Executive Council) and some of the Domestic and Foreign Missionary Society (DFMS) (Secretary of DFMS).

In short, if it were a painting it would be by Picasso during his Cubism Period.

With the help of Senior Advisor and Counsel to the Presiding Bishop Sally Johnson and Chancellor to the President of the House of Deputies Michael Glass, the committee reviewed much of the history, including canonical changes and organizational compromises in times of conflict, that have resulted in our present reality.

Here are some key learnings about the status quo:

- The positions of Executive Officer of the General Convention and Secretary of the General Convention are separate offices with distinct and separate duties. However, since the creation of the Executive Officer position in 1970, the Executive Officer always has been the Secretary of the General Convention and vice-versa**. There is no requirement that this be so.**

- The Executive Officer always has been a paid staff position. Since the Executive Officer position was created, the Secretary of General Convention has not been explicitly compensated. However, since the two positions have been held by the same person, and many of the duties of the Secretary of the General Convention have been carried out by the staff of the General Convention Office, the duties of the Secretary have become

compensated staff duties.

- The Secretary holds several other positions *ex officio* as does the Executive Officer. This, combined with the two offices being held by the same person for more than 50 years, has led to much confusion as to what each position is.

- The EO and the General Convention Office are arbiters of resources. E.g. determining the conditions under which the Interim bodies will meet and related budget issues.

- The EO is expected to make sure that the General Convention Office administers and conducts specified elections for the General Convention and Executive Council in a neutral and impartial manner.

This is an opportunity to either:

1. carve the role of Secretary of the General Convention and its responsibilities out of those of the Executive Officer and into a separate office in a job held by a different person.
2. completely integrate the role into that of the EO.
3. examine the roles of secretary to see which should be turned completely over to the EO, which should remain in a separate office, and/or which are no longer necessary at all.

Other questions that arose in our discussion:

1. To whom should the EO report? Where does accountability for this role reside?
2. As mentioned above, should the Secretary of General Convention be redefined as separate from the EO? The EO is appointed. The secretary is elected.
3. Some record keeping is corporate, some is ecclesiastical. Where should responsibility for these record-keeping functions reside?
4. How are translation services coordinated across the Church Center and the General Convention Office? Clarity on this would be helpful in many parts of the Church. Here is what we learned from Molly James: GCO coordinates translation for all things related to generalconvention.org, Parochial Reports, General Convention itself, and Interim Bodies. Other documents and the TEC website are done by communications. There has not been a uniform standard regarding translation, which is part of why there is a Task Force working on that (began in 2022 and goes until 2027): https://extranet.generalconvention.org/governing_and_interim_bodies/interim_bodies

/1342/mandate

5. Is the EO expected to build relationships with possible counterparts in other denominations/the Anglican Communion? If so, how do we avoid role confusion?
6. Clarify whether or not and how the EO participates in meetings of the Leadership Team.

This is a very preliminary report. We have much work to do.

We have barely begun work on a revised job description, and you can see the beginning of that in the report to Council.

Our goal is to provide clarity for a position that has grown over the years into its present complicated confusing state. Anyone interested in this job deserves to know exactly what they are getting into.

> We acknowledge this may mean reallocating responsibilities and lines of authority as well as examining whether the need for some offices remains the same. We say this because the role and responsibilities of the position of Executive Officer come from the Canons as do the roles and responsibilities of the related offices of Secretary of the House of Deputies and Secretary of the General Convention. To change any of those canonical roles and responsibilities requires action by the General Convention which next meets in 2027.

It may be that the best way to make a new job description effective immediately – or at least before then -- is to use a letter of agreement with the chosen candidate that clearly outlines expectations, roles, and responsibilities, as well as to whom the EO reports and is accountable. Such a letter can help make clear the lines of authority and help forestall role confusion. Within this letter of agreement we also would like to clarify the frequency and the framework for the reporting responsibility to Executive Council.

We still have much work to do, but we hope to give the presiding officers a job description and some clarity around the role that will allow them to start a process by the end of the year.