

**Administrative Committee  
TERMS OF REFERENCE**

**Purpose**

The Administrative Committee was established to develop policy and provide support for an efficient administrative system at Rideau Park.

**Structural Accountability**

The Administrative Committee is a sub-committee of Council.

**Responsibilities**

General:

1. To provide ongoing advice, guidance and consultative support to the Administrator and other staff as need arises;
2. To promote the development of procedures that will ensure accuracy of data;
3. To develop policy regarding confidentiality and security of information for the guidance of staff, committees, etc.;
4. To promote understanding of administrative procedures;
5. To identify the information needs of groups within the church and maximize the use of information resources;
6. To identify and prioritize needs relating to information systems hardware and software;
7. The committee will work with the Administrator to develop goals and objectives for the Administrative function in this church.

Specific:

1. To provide technical support to the administrator and staff

**Membership**

1. Committee members reflect the congregation, and also address the technical support needs of the church congregation and staff.
2. The 4-5 committee members reflect various areas of congregational life.
3. The Administrator is a member of the committee.
4. Terms: The Chair serves for 3 years. There is no definite term for members.

**Frequency**

The committee meets about three times per year: fall, winter and spring.

**Date of Completion of Form:** November 2007

**Date of Form:** April 2004