

Policy name: general constraints	Date approved: April 14, 2009 Up-dated: June 9, 2010
Policy type: Executive Secretary Limitations	Review date: 2012-2013
Purpose of this policy: This policy outlines in general terms the limits of the Executive Secretary's authority.	

The Executive Secretary shall use his/her gifts and talents in support of the Conference's mission.

1. The Executive Secretary's ministry shall be in accord with the "Standards of Practice and Ethical Standards for Ministry Personnel" as named by the General Council as those practices and standards relate to the position of an Executive Secretary.
2. No Decisions shall be taken by the Executive Secretary which properly belong to Toronto Conference or its Executive as outlined in the Basis of Union, Sections 420-429 of *The Manual (2007)* and other policies of The United Church of Canada.
3. Dealings with staff and volunteers shall not violate any relevant human rights legislation.
4. The Executive Secretary shall not deviate from established Conference policies.
5. Information and advice to the Conference Executive will not have significant gaps in timeliness, completeness or accuracy.
6. In providing staff support to the Interview Committee and the Settlement and Pastoral Relations Committee, the Executive Secretary will ensure that the committees operate within the authority conferred on them by *The Manual*.