

## **SYNOD SECRETARY**

### **Position Description**

The secretary shall be elected at the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary shall be either a layperson or an ordained minister. The secretary of this synod shall be elected to a term of four years and may be reelected.

#### **Duties**

The secretary shall:

- Keep the minutes of all meetings of the Synod Assembly, Synod Council, and Executive Committee, be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct.
- Be authorized and empowered in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
- Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

#### **Privileges and Accountability**

The secretary:

- Serves as an officer of this synod.
- Serves as a member of the Executive Committee of the Synod Council with voice and voting privileges.
- Serves as a member of the Synod Council with voice and voting privileges.
- Serves as a voting member of the Synod Assembly with voice and voting privileges.
- Is accountable to the Synodical Bishop.

#### **Other**

- Proficient in organizational skills, word processing and electronic communications.
- Able to handle confidential information.
- The secretary is financially responsible for a portion of the expenses associated with his/her attending the Synod Assembly and meetings of the Synod Council and Executive Committee.