

Provincial Synod of Canada
Position Description

Position: Secretaries of Synod (one Clerical and one Lay)

Eligibility: Clerical and Lay members of Synod

Maximum term: Two consecutive terms

Nominated by: Any member of Synod

There are two Secretaries of Synod, one Clerical Secretary and one Lay Secretary. The Secretaries are officers of Synod (Constitution paragraph 5(1)(d)), who are elected from among the members of Synod (Constitution paragraph 5(2)). A secretary may be re-elected to the same office for a second term but is ineligible for election beyond two consecutive terms. (Constitution paragraph 5(3)).

Any member of the Provincial Synod may nominate a candidate for Clerical Secretary or Lay Secretary. All Clergy and Lay members of the Synod are eligible for nomination. The Secretaries will serve until the end of the next meeting of Synod, and shall be members of the Synod and of the Provincial Council. (Constitution paragraphs 3(1)(d), 5(1)(d), 5(6), 6(3)(d))

The duties of the secretaries, according to the constitution (paragraph 5(16)) are to:

- (a) keep regular accounts of all proceedings;
- (b) preserve memorials and other documents under the direction of the President and Prolocutor, attest all public acts of the Synod, and deliver over all records and documents to their successors;
- (c) file with the archivist appointed by the Synod two or more copies of the printed Journal of each meeting with a statement attached to each mentioning the number of pages and certifying the same to be a true copy of the original minutes and proceedings, of which it is the printed copy, signed by the Prolocutor and Secretaries;
- (d) furnish without fee certified copies of each Synod Journal and send the same to the proper officer of the General Synod, and of each Ecclesiastical Province, for preservation among their records; and
- (e) forward to the Registrar of the General Synod a certificate of every consecration or installation of a Bishop or Metropolitan within the Province.

In practice, the secretaries work cooperatively to coordinate and share their tasks such that they may be completed in a timely fashion.

The secretaries should plan on committing sufficient time for the Council meetings, the next Synod meeting, and follow-up activities, plus six to eight conference calls through the year with the executive. The executive also travel to the Synod and Council meetings one day early in order to meet and prepare for the Synod and Council meetings. In addition to these meeting times, the secretaries' duties include:

- taking and distributing minutes of Synod, Council and Executive meetings;
- sending correspondence on behalf of the Synod and Council, and reporting on any responses received;
- soliciting and receiving reports for the Synod and Council meetings;
- distributing registration forms to Synod and Council attendees (members and guests);
- other duties as agreed with the executive.

The total time commitment required in addition to the actual meeting times should be an average of about one or two work days per month, although there will inevitably be months with much more than average time required, balanced against months with little or no time required.

In addition to a general willingness to serve in the capacity of Secretary and a commitment to the work and life of the Provincial Synod, desirable qualities include good note taking skills, attention to detail and an ability to work independently. Computer communications and word processing skills are essential.