SECRETARY OF THE CONVENTION

Term of office: 1 year  
May be reelected  
Total elected: 1 (any order)

At each Annual Convention, a Secretary shall be elected from among the members of the Convention or from communicants in good standing registered in a congregation of the diocese. The Secretary shall take office 60 days following the close of the Annual Convention at which such officer is elected and shall continue in office until 60 days following the close of an Annual Convention at which the Secretary’s successor is elected. The retiring Secretary shall be responsible for the preparation of the minutes of every Diocesan Convention during which the Secretary was in office.

The Secretary shall appoint one or more Assistant Secretaries. In the absence of the Secretary the duties of that office shall be performed by a person appointed by the President of Convention. The Secretary shall send to the cleric in charge of each congregation in union with the Convention forms of certificates of election of Delegates and alternates at least 30 days prior to the time appointed for any Annual or Special Convention. If any such congregation be without a cleric in charge, said forms shall be sent to a warden of the congregation. The Secretary shall cause minutes of the proceedings to be prepared, and, after they have been approved, recorded in a book, and shall preserve the journals and records, attest the public acts of Convention, and deliver to the incoming Secretary all books and papers relating to the Convention.

The Secretary shall send annually a printed copy of the journal of the convention to each bishop of the Eighth Province of The Episcopal Church, to the Secretary of the General Convention, to each cleric in charge of a congregation, and to each cleric and delegate who, not later than the closing day of Convention, shall have requested a copy in writing. The journal may be issued in one or more volumes and may be supplemented as appropriate.

Finally, the Secretary shall send to the Secretary of the General Convention a certificate of the election of clerical and lay deputies and shall perform such other duties as may from time to time be required of the Secretary by authority of the General Convention.

Qualities and competencies a nominee should have

Other information:

Time Expectations: