

Secretary of the House of Deputies*

Canonical Mandates: Title I, Canon 1; Title I, Canon 3; Title I, Canon 4

Description & Responsibilities: The Secretary is the primary steward of the records, journals, and official communications of the House of Deputies. The Secretary of the House of Deputies, shall, by concurrent action of the two Houses of General Convention, be made the Secretary of General Convention, and shall have responsibility for assembling and printing the Journal of the General Convention. The Secretary of General Convention is also *ex officio* the Registrar of General Convention to receive all Journals, files, papers, reports, and other documents or articles that shall become the property of either House and to transmit the same to the Archives. The Secretary of General Convention is also *ex officio* the Secretary of the Executive Council.

Term: 3 years

Number to be elected: 1

Time commitment: This position is traditionally full-time, including significant work during and between General Conventions.

Needed competencies & charisms: Very strong administrative, communication, and logistical planning skills.

*This position description is subject to change pending possible canonical revisions.