

**Position Description**  
**Secretary of the House of Deputies and Secretary of the General Convention**

**Term of office: 3 years—from the close of General Convention 2015 through General Convention 2018**

**Number to be elected: 1**

**Position Description:** The Secretary of the House of Deputies and the General Convention is an elected volunteer position to be distinguished from the full-time paid position of Executive Officer of the General Convention, a full time paid staff position appointed in accordance with the Canons. The Secretary of the House of Deputies is elected by the House of Deputies. The Secretary of the House of Deputies is then elected by concurrent action of the House of Deputies and House of Bishops to be the Secretary of the General Convention (Canon I.1.7). The Secretary of the General Convention is part of the General Convention Office which also includes the Treasurer of the General Convention and Manager of the General Convention.

The day-to-day work on these matters is carried out by the staff of the General Convention Office at the Church Center under the direction of the Executive Officer of the General Convention.

**Explanation:** One person may, but need not, hold both the volunteer position of Secretary of the House of Deputies/ General Convention and the paid staff position of Executive Officer of the General Convention.

**Qualities and Competencies a nominee should have:** Nominees should have a broad understanding of the Episcopal Church, its programs, governance and polity, the role of General Convention, the workings of General Convention and demonstrated expertise in the areas of organization. Experience in working closely with staff while in a volunteer position is desirable. It is vital that incumbents have computer literacy and internet access (knowledge of Adobe Connect or like video-conferencing is highly desirable).

**Duties of this office:**

**Secretary of the House of Deputies**

- Keep a record of the testimonials of election of Deputies
- Declare a quorum in the House of Deputies
- Assist the President of the House of Deputies with business of the House
- Keep the Calendar of Business and Consent Calendar for the House of Deputies

- Recruit, train and supervise House of Deputies secretariat
- Recruit and train House of Deputies platform party
- Give notice of amendments to the Book of Common Prayer to dioceses
- Prepare Summary of Actions of the General Convention
- Be responsible for the Minutes of the House of Deputies
- Be responsible for the Journal of the General Convention
- Receives copies of diocesan Journals
- Send and receive notices and records on various matters to the dioceses and synods
- Receive notices of various clergy disciplinary actions

### **Secretary of the General Convention**

- Recruit, train and supervise General Convention secretariat
- Give notice of amendments to Constitution
- Publish the Journal of General Convention
- Publish the Constitution and Canons

**Other Information:** The Secretary of the General Convention is *ex officio* Secretary of Executive Council, Secretary of the Domestic & Foreign Missionary Society, a member of the Joint Standing Committee on Planning and Arrangements and on the Joint Standing Committee on Program, Budget, and Finance and on the Agenda Committee of Executive Council.

### **Time expectations:**

- Two weeks for General Convention
- Three meetings per year of Executive Council; 3-4 day meetings plus travel time; one meeting occurs over a weekend per year
- Several multi-day meetings for Joint Standing Committee on Program, Budget, and Finance (generally occur in General Convention year)
- Several multi-day meetings per year for Joint Standing Committee on Planning and Arrangements
- Substantial time (two weeks or more) prior to General Convention to recruit and train House of Deputies and General Convention Secretariats.
- Ongoing availability to work with Executive Officer of General Convention to assure that Constitutional and Canonical duties are carried out