**Deanery Secretary Role Description**

**The Purpose of the Role**

* To enable the smooth running of the Deanery Synod and the Deanery Leadership Team through efficient administrative support

Primary Responsibilities

* As a member of the Deanery Leadership Team, to share in the leadership of the Deanery
* Ensure that the Deanery Synod and Deanery Leadership Team have the necessary administrative support.
* Ensure that the Deanery Synod and Deanery Leadership Team operate in accordance with the Church Representational Rules

**Key Tasks**

* Circulate an agenda to every member at least two weeks before a meeting of the Deanery Synod
* Prepare minutes of every meeting of the synod and circulate them to members of the synod. It is not envisaged that minutes are verbatim records. They should include a note of the following: those present; of decisions made (including where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting
* Keep a roll of the members of the Synod constantly up-to-date, including the name, address and parish of each person and inform the Diocesan Office of any changes
* Ensure that at least two meetings of the deanery synod are held each year
* Support the Rural Dean and Lay Chair in the administration of the Deanery Leadership Team
* Ensure that the election of diocesan officers occurs at the appropriate time

**Key Relationships**

* The Rural Dean and Lay Chair
* The Deanery Leadership Team and Deanery Synod

**Resourcing and Support**

* Expenses. with an explicit encouragement for expenses to be claimed

 **Term of Office**

* The Deanery Secretary is appointed from within the membership of the Deanery Synod. They are appointed for three years