

The role entails:

- Maintaining an up-to-date DS membership and advising the diocesan secretary promptly of any changes:
 - The DS secretary shall keep the roll of the members of synod constantly up to date, including the name, address and parish and category of membership. This also includes any person notified by the diocesan synod secretary who is qualified as an ex-officio member (DS rule 1).
 - The DS secretary must provide membership information to the [diocesan electoral registration officer](#) (DERO) (DS Rule 9B & CRR part 20), after the election of the parochial representatives of the laity to the synod, no later than the 1 July and also when any changes occur. This enables DERO to contact all members of the deanery houses' electorate, so they can participate in diocesan synod and general synod elections.
 - When there are Diocesan and General Synod elections, DERO provides a copy of the names and addresses of clerical and lay electors to each DS secretary, who then must confirm within 7 days that this information is correct or advise in writing the changes if not (CRR 39(3,4) & 54(5,6)).
- Organise DS meetings
 - The DS secretary must organise the synod meetings re venue and timings, as decided by the joint chairs after consulting with the standing committee (DS rule 15).
 - Issue notices for meetings in accordance with notice requirements (see notice requirements above).
- Preparing and issuing the agenda for DS meetings
 - The standing committee is responsible for determining the content and order of the agenda (DS rule 20), taking into account any new business notified to it.
 - Any new business notified by members to be added to the agenda must be received by the secretary within 3 weeks (DS rule 27) with related motions and amendments arising from the agenda, 7 days beforehand (subject to DS rule 18 on special or emergency meetings).
 - The DS secretary must prepare and circulate the agenda to members (electronic or otherwise) at least one week before a meeting.
 - The agenda should include approval of the minutes of the last meeting (DS rule 22); any previous agenda matters not resolved in the last meeting; and a report of the standing committee. For further guidance on preparing a meeting agenda see xxx

- Keeping the minutes
 - The DS secretary shall prepare the minutes of every meeting, record those attending and circulate to members (DS rule 31) once the chairs have approved for wider distribution.
 - These minutes should be safely secured with accompanying papers.
 - For more guidance on good minute taking see xxx
- Running elections

Before the first meeting of the synod after any triennium election (DS rule 6) the DS secretary to organise a separate meeting with:

 - House of Laity members to elect the Lay Chair (see Lay Chair section)
 - House of Clergy member to elect one or more representative PTOs (see PTO section) where there are more wishing to join deanery synod than there are allocated posts.
- Act as the communication hub for the Diocesan Synod
 - The DS secretary is responsible for ensuring communication requests to the deanery made by the Diocesan synod or General Synod are carried out, such as consulting their PCCs within their deanery for parish responses (DS rule 63)
 - Advising Diocesan Synod of the outcome of any decision it has consulted them on (DS rule 62 & 63)
 - Providing a report (can be in the form of minutes) of the proceedings of deanery synod meeting to its parish PCC secretaries (DS rule 64)
 - Report any conduct which is an exception to the DS rules to Diocesan Secretary. Any exceptions to adhering to the rules should be agreed by 75% of members present and voting. (DS Rule 54)