

The Episcopal Church  
Province III  
Job Description

Position Title: Province III Secretary

Overview: The incumbent is one of the bishops, presbyters, deacons or lay persons of the THIRD Province, elected by the Synod, and shall hold office as specified in Ordinance III of Province III, Section 1 (<http://www.province3.org/ordinances>), or until a successor is chosen. A vacancy in the office of Secretary shall be filled by appointment of the President until the next meeting of the Synod. The person elected to fill a vacancy shall hold office until the end of the term specified in Section 5. The Secretary shall perform such duties as shall be assigned by the President of the Province. No individual shall serve more than two consecutive terms as Secretary. The Secretary shall have completed or shall complete anti-racism training within one year of being elected.

Duties of the Office:

- A) Complete duties as assigned by President including preparation and distribution the minutes of the Province III annual Synod and Council meetings within one month following the conclusion of those meetings.
- B) Participate in all other meetings of the Province III officers and leadership, and if requested prepare minutes of those meetings.

Job Description Revised:

\_\_\_\_\_

Date

Job Description Approved:

\_\_\_\_\_

Date of Provincial Council Meeting

\_\_\_\_\_

Province III President

\_\_\_\_\_

Province III Vice President