

DISTRICT ASSISTANT SYNOD SECRETARY – VOLUNTEER ROLE

Role Profile

The primary purpose of the District Assistant Synod Secretary role.

Key tasks and responsibilities

- Making practical arrangements with the Synod arrangements team for the two representative sessions of the Synod
- Taking Minutes of the Representative sessions of the Synod (usually September and April of the Connexional year)
- Working with the District Administrator to ensure a good representation of organizations in the Synod marketplace
- Work with the Synod Secretary and District Admin Team to ensure the District Directory remains up to date

Accountability

- To work alongside the **District Synod Secretary** to ensure the smooth running of each session of the Nottingham and Derby District Synod.

Personal Skills

- The Assistant Secretary can represent the Synod Secretary at District meetings. For this aspect, they will need to be a Methodist member.

Time Commitment

- Attendance at District Synod meetings and other meetings where appropriate
 - In a year, it is the 2 sessions of Synod in April and September, say 10 hours each, including travel times, plus preparatory time or follow-up time for each, probably another 10 hours for each. Therefore, 20 hours a year, approximately.

Training and Support

- Postholders must undergo Equality, Diversity, and Inclusion online training (a requirement for all Church postholders)
- Reasonable travelling expenses can be claimed from the District.

Appointment Period

- An initial six-year period appointment