

House of Laity
Leadership Committee
Recording Secretary, Job Description

Title: Recording Secretary

Term: 1 year (or 2 years)

Responsible to: Leadership Committee Chair

Primary Responsibilities: (in addition to Responsibilities and Duties of an HOL delegate)

1. Delegates the maintenance of all major documents and records of the HOL and Leadership Committee.
2. Be sufficiently familiar with all Canons and Statements of Faith with in the ECC Constitution.
3. Arrange for the recordation, approval, distribution and retention of all HOL and Leadership Council meeting minutes.

Qualifications:

1. A commitment to the Ecumenical Catholic Communion.
2. An understanding of the polity of the Ecumenical Catholic Communion, including the interrelationships and varied responsibilities of the HOL, the HOP, the Episcopal Council and the Office of the Presiding Bishop.
3. Ability to understand concepts and articulate ideas.
4. Ability to handle difficult and sensitive issues for the good of the HOL, and the ECC at large.
7. Ability and desire to commit the required time to fulfill Recording Secretary duties (and advance through the Leadership Chairs *if applicable.*)

If structure calls for advancement through the chairs, add:

8. Ability to build consensus.
9. Excellent facilitation skills.