

## Diocesan Secretary

The Diocesan Secretary is elected by the convention and is a one year term but may be re-elected each year.

The Diocesan Secretary attends all Diocesan Council meetings and Diocesan Convention. He or she takes notes of the proceedings and provides an electronic copy to the Canon for Finance and Administration and to Diocesan Council for their review prior to their next meeting.

Diocesan Council meets four times per year. Two meetings are in person (spring and summer) and two are via GoToMeeting (fall and winter). The in-person meetings run all day (on a Saturday) and the conference calls are generally around an hour and are held on weekday evenings.

Travel expenses are reimbursed when requested.