

**CANON 28**  
**SECRETARY OF SYNOD**

**1. Office**

There shall be a Secretary of the Incorporated Synod of the Diocese of Toronto who shall be appointed by the Bishop and shall be an employee and officer of the Incorporated Synod of the Diocese of Toronto.

**2. Qualification**

The Secretary shall be not less than the age of majority, and in the opinion of the Bishop, possess the necessary skills, experience and judgment to carry out the duties of Secretary.

**3. Duties**

The Secretary shall:

- a. Exercise a general oversight of the governance processes of the Synod, its Boards, Committees and Diocesan Council;
- b. Make the necessary arrangements for meetings of the Synod and Diocesan Council;
- c. Attend all sessions of the Synod;
- d. Give or cause to be given notice of all meetings of Diocesan Council;
- e. Attend all meetings of Diocesan Council and record all votes and minutes of all proceedings in the records to be kept for that purpose;
- f. Be custodian of the seal of the Synod and shall deliver it only when authorized by the Constitution or by resolution of the Synod or the Diocesan Council to do so, and to such person or persons as may be named in the Constitution or resolution; and
- g. Perform such other duties as are defined by the Constitution, Canons and resolutions of the Synod or the Diocesan Council, or as may be prescribed by the Bishop.

**4. Deemed Resignation of Office**

Upon the:

- a. termination of an employment relationship with the Diocese,
- b. resignation, personally or by their attorney, in writing to the Bishop, or
- c. declaration that the Secretary of Synod be mentally incapable to manage their property or personal care by an Ontario Superior Court,

the Secretary shall be deemed to have resigned the office of Secretary.