

Itchingfield PCC - Roles and Responsibilities

PCC Secretary

Key Tasks

- **Prepare the agenda for PCC and Standing Committee meetings with the chairman and circulate to members at least seven days before the meeting**
- **Attend the PCC and Standing Committee meetings and take accurate notes, prepare and distribute the minutes of each meeting**
- **Keep a record of attendance at meetings**
- **Ensure the PCC and Standing Committee fix the dates for future meetings**
- **Record all resolutions passed by the PCC with the names of proposer and seconder and voting figures**
- **Inform the Diocesan Secretary and the secretary of the deanery synod of your name and address and any changes to PCC officers and deanery synod representatives**
- **Organise the annual parochial church meeting (APCM), posting the appropriate notices and collating the annual report and prepare the minutes**
- **Respond to requests from the Diocese as necessary**
- **Act as the contact point for correspondence to the PCC**

Regular Duties

- **After the first PCC meeting following the APCM, complete the parish information form with the names and addresses of officers and send to the Diocese**
- **Arrange for PCC meetings every two months, with a Standing Committee meeting in between**
- **Keep a record of length of PCC membership and advise members who should be stepping down after 3 years service**