

Main duties of a PCC Secretary

The PCC Secretary is one of the key roles on any PCC and they are vital to its efficient functioning. It's worth stating from the beginning that PCCs work differently and there will be variances as to how this role functions to match the particular contexts. This is not an exhaustive list.

Here is a list of duties normally carried out by the PCC Secretary:

- **The agenda** – The Secretary should work with the Chair over the formation of the agenda for PCC meetings. Notice of meetings are to be given to all members at least seven days prior to the meeting.
- **Supporting paperwork** – There may be supporting paperwork that the Secretary will need to circulate for PCC meetings, for example, sub-committee minutes. If possible, these should be circulated with the agenda. However, it is often the case that papers are sent in a following mailing or tabled at the meeting.
- **Minutes of the meeting** – The Secretary should keep an accurate record of the PCC meetings, particularly any resolutions passed. The minutes should state those who are present for the meeting and those who have sent apologies. The minutes should record the numbers of members who vote in favour, against or abstaining when a resolution is passed.
- **Supporting the Chair** – Depending on the Chair's ability to Chair a meeting, the Secretary may be key to ensuring the meeting stays on track and that all the business is dealt with. Any Other Business is normally notified to the Secretary.
- **Correspondence** – The Secretary will normally be expected to deal with correspondence on behalf of the PCC. A number of Diocesan communications are circulated to parishes via the Secretary. It might also be the case that the PCC wishes to contact someone, in which case the PCC Secretary will often be asked to do this.
- **Annual Parochial Church Meeting** – The PCC Secretary would normally act as the Secretary for the APCM, however there is provision for someone else to be appointed by the meeting to fulfil this role, if necessary.