

**CONFERENCE
SECRETARY
TRAINING**

February 20 – 22, 2009

Irvine, California

RESPONSIBILITIES BEFORE ANNUAL CONFERENCE

- Preparation of Pre-Conference Workbook
- Collect BAC Information directly related to District Superintendents
- Communicate with Tellers
- Meet with Annual Conference Planning Team
- Prepare for electronic balloting for delegates in an election year

RESPONSIBILITIES DURING ANNUAL CONFERENCE

- Assist the Bishop as requested
- Keep track of the parliamentary situation
- Present organization of the Annual Conference
- Oversee ballots or taking count of votes
- Review Journal of Daily Proceedings
- Send greetings from Annual Conference

RESPONSIBILITIES AFTER ANNUAL CONFERENCE

- Report on all Annual Conference actions
- Preparation of Annual Conference Journal

OTHER ONGOING RESPONSIBILITIES

- Serve on or meet with certain Annual Conference boards and/or committees
- Review the Journal process
- Maintain files of surrendered credentials, judicial proceedings and correspondences with Committee on Investigation

RESPONSIBILITIES TO THE GENERAL CONFERENCE

- Certify elections of General Conference delegates and alternates
- Certify election of Jurisdictional Conference delegates and alternates
- Report on Annual Conference votes on constitutional amendments

RESPONSIBILITIES TO JURISDICTIONAL CONFERENCE

- Report nominations to General Conference boards and agencies

RESPONSIBILITIES TO THE JUDICIAL COUNCIL

- Report any appeals of a bishop's ruling on a question of law
- Report any actions of Annual Conference that are to be reviewed by the Judicial Council (i.e. Sexual Harassment Policy)

RESPONSIBILITIES TO THE GCFA

- Submit a complete listing of appointments of ordained clergy and local pastors
- Submit names and addresses of Conference officers
- Submit completed Business of the Annual Conference form
- Submit Conference directory with names of all under appointment with mailing address