

Task No	TASK	WHEN	RESPONSIBILITY	
UPDATING AND CLOSING OF ELECTORAL ROLL				
Task 1	Call for people to update/amend or complete their entry in the Parish Electoral Roll	Two weeks prior to announcement of SGM	Incumbent / Parish Council Secretary	<input type="checkbox"/>
Task 2	Close off Electoral Roll on the day the SGM is announced	Two weeks prior to date of SGM	Parish Council Secretary	<input type="checkbox"/>
CALLING OF A SPECIAL GENERAL MEETING (SGM)				
Task 3	Announce the SGM by: 3.1 Notice of SGM (signed by Incumbent) displayed on the main door to the Church, and at all Centres until the meeting is held. 3.2 Announcement at all Services until the event occurs 3.3 Notice in Pew Bulletin – every week until event	Two weeks prior to SGM	Incumbent	<input type="checkbox"/>
NOMINATIONS				
Task 4	4.1 Nomination forms are to be ready for distribution at the time of announcement of the SGM. Nomination forms should contain a “position description”. 4.2 Nominations are to be received by the Parish Council Secretary up to 48 hours prior to the SGM; a Parish may decide that no nominations will be received from the floor of the meeting.	48 hours prior to meeting being held.	Parish Council Secretary	<input type="checkbox"/>
Task 5	Counters and scrutineers are to be appointed.	Prior to SGM	Incumbent and Churchwardens	<input type="checkbox"/>
Task 6	Election Forms are prepared.	Prior to SGM	Parish Council Secretary	<input type="checkbox"/>
SPECIAL GENERAL MEETING				
Task 7	An Attendance Sheet is to be prepared to record attendees by name, whether on the Electoral Roll and their signature.	At the meeting	Parish Council Secretary	<input type="checkbox"/>
Task 8	An Apologies Sheet is to be prepared to record apologies received, their name and whether they are on the Electoral Roll.	At the meeting	Parish Council Secretary	<input type="checkbox"/>
Task 9	A copy of the Electoral Roll is to be available.	At the meeting	Parish Council Secretary	<input type="checkbox"/>
Task 10	Voting forms for elections are to be distributed.	At the meeting	Parish Council Secretary	<input type="checkbox"/>

POST- GENERAL MEETING				
Task 11	All members appointed as Synod Representatives are to be asked to endorse the Code of Conduct and return a signed copy to the Parish Secretary for retention in the Parish's Delegated Authority Register.	Within 7 days	Parish Council Secretary	<input type="checkbox"/>
Task 12	The Parish Council Secretary is to submit the Election of Synod Representative forms to the Diocesan Office.	Within 7 days or no later than 15 December 2020.	Parish Council Secretary	<input type="checkbox"/>
Task 13	Minutes of the SGM are to be and presented to the next meeting of the Parish Council or Resources Team meeting for ratification.	ASAP	Parish Council Secretary	<input type="checkbox"/>