



A meeting of the House of Laity will be held at Church of St Petroc's, Bodmin

AGENDA

1. Welcome and introductions
2. To **elect** the Lay Secretary*
3. To **decide if to elect a Vice Chair**, and if agreed, to elect **
4. To **co-opt members** to the House (not more than five).***
5. Communication with Deanery lay chairs
6. **Matters of Concern.** An opportunity for members of the House of Laity to raise any matter of concern, especially ones that may relate to future meetings of the Diocesan Synod, the House of Laity or any other body for which the Synod has oversight.

Mr Roger Smith
Chair

* The **Secretary's role** is to take brief notes of meetings of the House (these are usually rare); support the Chair in the preparation for and carrying out of meetings; and assist with communications to members on matters relating to the House of Laity. They shall also be a Clerical Assistant Secretary of the Diocesan Synod and may, occasionally, be called upon to assist with matters within a meeting such as counting votes. They shall serve for 3 years.

** The **Vice Chair** is an optional role which the House can decide whether to appoint or not. Its main function is to stand in for the Chair should they not be able to attend a meeting. In the past both houses have found this useful.

*** Please note that co-options are an opportunity to enhance the skills and representation of the house on Diocesan Synod, so please come prepared to suggest persons who might be co-opted.

