

## **VOLUNTEER JOB DESCRIPTION FOR SCRUTINEERS OF SYNOD 2022**

**Nature of the Position:** Scrutineers take part in the accurate and impartial management of voting at Synod. Votes for delegates to General and Provincial Synod, and for Youth Representatives on Diocesan Council, are conducted using paper ballots. Votes on motions and resolution are by show-of-hands; in the event of an apparently close vote the Chair may request that the votes be counted. A delegate may also request a vote by House (Lay or Clergy) which also requires counting.

### **Outline of Responsibilities**

- To count and record the count of paper ballots;
- To count and report the count of hands on show-of-hands votes.

### **Skills and Experience**

- comfort with numbers and reconciliation practices;
- attention to detail and ability to concentrate amid distractions;
- comfort under pressure: the counting needs to be done as quickly as possible while being complete and accurate (especially for show-of-hands counts);
- no experience is required; training is provided;
- ability to navigate comfortably among the tables on the floor of the conference centre is preferred.

### **Support, Supervision, and Training**

- One training session will be held on Zoom about 10 days before Synod.
- Instructions and materials are provided on the day itself.

### **Participation Group**

- All scrutineers must be members of Synod.
- Scrutineers will include both lay and clerical members of Synod.

### **Volunteer Screening Requirements**

- none required as delegates are presumed to have the confidence of the parish (lay delegates) and are screened elsewhere (clerical delegates)

### **Length of Term**

- Scrutineers are expected to be available throughout Synod (1:00 pm Friday October 14 – 3:00 pm Sunday October 16)

### **Benefits to the Volunteer**

- This is an opportunity to support the work of Synod and to get to know a few other delegates.