

## Electoral Roll Officer - Job Description

### **Volunteer Role**

#### **Background**

Every parish has a church electoral roll which records the names of church members who have declared, is a member of the church of england and resides in the Parish; or is a member of the Church of England and lives outside of the parish but attends habitually; or is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity and is a member of the Church of England and attends habitually. Being on the Electoral Roll enables the person to vote at the APCM.

#### **Duties of the Electoral Roll Officer:**

- To maintain the Electoral Roll list and update it for the APCM meeting
- Work with the Church Office to identify people who qualify to join the Roll and encourage completion of the form
- Liaise with the PCC Secretary to submit a list of those wishing to join the Roll to the PCC for approval
- 6 yearly complete re-write of the Roll, last done April 2019.

**For more information and to apply:** [electoralrollofficer@chanctonbury.org.uk](mailto:electoralrollofficer@chanctonbury.org.uk)