

Role Description

Role Title	Convenor of Nominations Committee
Governance Area	Areas of General Assembly Committee Work (as outlined in the Terms of Reference)
Main points of contact	Members of General Secretariat and working alongside the Convenors and Secretaries of other committees and Nominations Champions
Connected Roles	Convenor of Nominations Committee is a member of General Assembly and Assembly Executive
Sources of Support	Administrative support provided.
Location	The majority of meetings will be online. Where meetings are in person, these are likely to take place at URC Church House, London.
Time Commitment	3 online meetings per annum (dates and times suitable for the membership of committee) plus additional follow up work between meetings. General Assembly residential meeting (Fri to Mon) in June/July, Assembly Executive one evening in November and a residential meeting (Fri-Sun) in February each year.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Nominations Committee will be reimbursed, in accordance with the URC expenses policy.
<p>Background: The United reformed Church is a paradoxical church at a crossroads. There is therefore an interesting and exciting journey of change ahead; and the Nominations will play a vital part in shaping and equipping the church not just for the journey of change but for a fresh chapter in the life of URC. Being convenor of Nominations at this seminal time is therefore an opportunity to make a significant contribution.</p>	
<p>Committee Summary: The Nominations Committee follows the terms of reference set by GA in 2023 under resolution 54. In essence the role of the nominations committee is to provide oversight of appointment processes to General Assembly Committees.</p>	

Principal responsibilities and duties

Convening & Running Meetings

1. Ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Enable equal participation from the membership of the committee.
3. Approve minutes of each meeting for timely circulation to its members.
4. As convener ensure that the committee promotes the ethos of GA policy with regard to the make up of its committees.

Oversee Committee Membership

1. Ensure that the membership of each committee is diverse and meets the URCs current expectations in terms of Equality Diversity & Inclusion.

Nominations Process & General Assembly

1. Work with Nominations champions to promote volunteering opportunities within the committee structure as vacancies arise.
2. Work with Nominations Champions to generate addition interest where possible in less popular roles.
3. Receive the nominations from committee convenors/secretaries and make sure safer recruitment processes have been followed.
4. Consider the information provided as part of the safer recruitment process followed by convenors and secretaries, before making nominations to General Assembly.
5. Submit a report to General Assembly each year summarising the Nominations position for that year and seeking that General Assembly confirms the nominations.
6. Ensure Committee representation at General Assembly and Assembly Executive each year either by the Convenor or a relevant member of the General Secretariat.

Training

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the General Secretariat.

Working with other Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee/General Secretariat.

The Convenor of Nominations will:-

1. *work closely with all committee convenors and secretaries in relation to vacancies across the committee structure.*
 - a. *receive administrative support from Church House appointed staff.*
2. *work collaboratively with the Nominations Champions for each vacancy which arises.*

Expected Standards

This section refers to the way in which the role should be done rather than the duties/responsibilities.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role
4. Ensure compliance with Safeguarding practice

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Role: Convenor of Nominations Committee

Requirements	Essential	Desirable
Experience and Knowledge	<ol style="list-style-type: none"> 1. Convening/chairing meetings 2. Understanding of the principles of safer recruitment 3. Knowledge of URC governance structures 	<ul style="list-style-type: none"> • Experience in HR
Skills and Abilities	<ol style="list-style-type: none"> 4. Ensure effective oversight of processes and procedures 5. Work collaboratively with a diverse range of people 6. Good IT skills including Microsoft Office, Zoom and email. 	
Other	<ol style="list-style-type: none"> 7. Member of the United Reformed Church 8. Commitment to embedding principles of Equality, Diversity & Inclusion 9. Be a member of the United Reformed Church 	