|  |  |
| --- | --- |
|  | **Convenor of Resources Committee**  **Role Description** |
| **Governance area** | Finance, Central Properties, Church House Management, Human Resources, Compliance inc. GDPR and Health and Safety,  IT services, Communications and Records and Archives (as  outlined in the Terms of Reference) |
| **Main points of contact** | Chief Operating Officer as Head of the Admin and Resources Team  PA to the Chief Operating Officer and Chief Finance Officer  Chief Finance Officer, Head of Communications, Head of Compliance and Services, HR Officer  Treasurer and Deputy Treasurer  Chair and Secretary of the URC Trust |
| **Connected roles** | Convenor of Resources Committee is a member of General Assembly and Assembly Executive |
| **Sources of support** | Administrative support provided by PA to the Chief Operating Officer and Chief Finance Officer  Secretary to the Committee is Chief Operating Committee |
| **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** | Four online meetings and two in-person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.  General Assembly residential meeting (Friday to Monday) in June/July, Assembly Executive one evening in November and a residential meeting (Friday-Sunday) in February each year. |
| **Remuneration** | Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Resources Committee will be reimbursed, in accordance with the URC expenses policy. |

|  |
| --- |
| **Background:**  In 2023, General Assembly agreed to create this new Resources Committee to draw together the work of four committees (Human Resources Advisory Group, Communications Committee, Finance Committee, Church House Management Group). It is therefore an exciting opportunity to shape and develop the strategic leadership and coordinated approach to governance in key areas in the life of Church House and the wider denomination also. |
| **Committee summary:**  The work of this Committee covers operational aspects of the life of Church House through the management of the offices as a place of work and through the provision of HR. This is not just about governance; it is also about shaping culture and demonstrating the ethos of the URC in our care for the team.  Similarly, the work relating to the portfolio of central housing is both an exercise in managing assets and in taking appropriate care and provision for Moderators and other General Assembly Appointed ministers. Through the work on finance and communications, this Committee will play an important part in serving the wider denomination at a key moment in the life of the denomination with the Church Life Review work and the planning to tackle the deficit budget.  The work of this Committee in terms of finance, HR, properties and matters of Compliance requires collaboration with the URC Trust and the Terms of Reference detail the reporting duties in this regard.  The work of the Committee will be at a strategic level, allowing the operational implementation to be undertaken by those employed in the relevant roles within the Admin and Resources team. |

**Principal responsibilities and duties**

**Convening and running meetings**

1. Work with the Secretary of the Committee to ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Ensure that the work of the Committee remains within its approved Terms of Reference and delegated authority from General Assembly or URC Trust.
3. Work with the Secretary of the Committee to ensure that meetings are scheduled such that they link appropriately with the Trust and enable timely filing of statutory reports.
4. Enable equal participation from the membership of the Committee.
5. Approve minutes of each meeting for timely circulation to its members.
6. Ensure that the Committee’s risk register is reviewed at appropriate intervals during the year and any necessary actions taken.
7. Submit the Committee’s up to date risk register as part of the annual review.
8. Work with the Secretary to develop, and keep under the review, the three-year plan of Committee work and matters to go to General Assembly and submit to Business Committee as required.

**General Assembly/Assembly Executive**

1. Ensure appropriate papers for General Assembly and/or Assembly Executive are provided to the Business Committee by the relevant deadline.
2. Present non finance papers and associated resolutions to General Assembly or Assembly Executive with support from Chief Operating Officer, Head of Communications and Head of Compliance and Services as appropriate.
3. To support the Treasurer, Deputy Treasurer, and the Chief Finance Officer in preparing finance and budget papers and associated resolutions for General Assembly and Assembly Executive.

**Oversee Committee membership**

1. Ensure that the membership of each committee is diverse and meets the URCs current expectations in terms of Equality Diversity and Inclusion.
2. Conduct a skills audit as necessary to inform the approach to filling vacancies.
3. Work with the Committee Secretary and appointed Church House support to follow safer recruitment procedures in seeking new members of the committee as   
   vacancies arise.
4. Provide a list of appropriate names to Nominations Committee for them to make final nominations to General Assembly.

**Training**

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the General Secretariat, such training to include anti-racism training.

**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 Resources Committee will work closely with:*

* The Chief Operating Officer and the members of the Admin and Resources Committee as appropriate
* Treasurer and Deputy Treasurer
* Chair and Secretary of the Trust as necessary (this will evolve as further work is undertaken exploring the relationship between the Church and the Trust).

**Expected standards**

*This section refers to the way in which the role should be done:*

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 Resources Committee** |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **Experience and knowledge** | 1. Convening/chairing meetings. | * Understanding of the principles of safer recruitment or a willingness to learn * Knowledge of URC governance structures or a willingness to learn * An understanding of the governance requirements of good finance management. |
| **Skills and**  **abilities** | 1. Ensure effective oversight of processes and procedures. 2. Attention to detail. 3. Ability to make individual decisions within the context of precedent and the wider context. 4. Work collaboratively with a diverse range of people. 5. Good IT skills including Microsoft Office, Zoom and email. |  |
| **Other** | 1. Member of the United Reformed Church. 2. Commitment to embedding principles of equality, diversity and inclusion. |  |