

# Role Description

## Convenor

### URC Business Committee



#### Role Description

<b>Role Title</b>	Convenor of Business Committee
<b>Governance Area</b>	The Business Committee has strategic and operational oversight of the work of General Assembly and Assembly Executive, including at times working under its delegated authority.
<b>Main points of contact</b>	General Secretary and Officers of Assembly.
<b>Connected Roles</b>	Convenor of Business Committee is a member of General Assembly and Assembly Executive
<b>Sources of Support</b>	Administrative support (including minute taking) is provided by the PA to the General Secretary The General Secretary will provide guidance on agenda setting, strategic and operational priorities as required.
<b>Location</b>	The majority of meetings will be online. Residential meetings will take place at a venue conveniently accessed by the members of the Business Committee.
<b>Time Commitment</b>	A pattern of 3 online meetings and 1 residential per annum (dates and times suitable for the membership of committee) plus additional follow up work between meetings, including agenda setting. Meeting frequency is determined by factors such as the volume of business to be addressed and the urgency of matters requiring attention. General Assembly residential meeting (Fri to Mon) in July, Assembly Executive one evening in November and a residential meeting (Fri-Sun) in February each year.
<b>Remuneration</b>	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Business Committee will be reimbursed, in accordance with the URC expenses policy.
<b>Background:</b> As part of the Church Life Review, the remit of the Business Committee was extended with new terms of reference agreed by the February 2024 Assembly Executive as outlined in Paper A1	
<b>Committee Summary:</b> The Business Committee reports to General Assembly and Assembly Executive. It ensures transparency, accountability, and effective governance within the United Reformed Church by reporting on its activities, proposing initiatives and collaborating with others, and establishing systems for addressing emerging challenges and opportunities.	

## **Principal responsibilities and duties**

### **Convening & Running Meetings**

1. Work with the General Secretary to ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Oversee and progress the strategic direction of the work of Business Committee, keeping the work plan of the Committee under review and submit to General Assembly and/or Assembly Executive as required.
3. Ensure that the work of the Committee remains within its approved Terms of Reference and delegated authority from General Assembly.
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, take any necessary actions and submit it as part of the annual review.

### **General Assembly/Assembly Executive**

1. Ensure Business Committee reports, papers and resolutions to General Assembly and/or Assembly Executive are submitted for the appropriate deadlines, in consultation with the Business Committee and other relevant stakeholders.
2. Liaison role, alongside Assembly Officers, for the planning and agenda of General Assembly and Assembly Executive

### **Oversee Committee Membership**

1. Ensure that the membership of each committee is diverse and meets the URC's current expectations in terms of Equality Diversity & Inclusion.
2. Work with appointed Assembly officer support to follow safer recruitment procedures in seeking new members of the committee as vacancies arise.
3. 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 General Assembly and/or Assembly Executive.*

*The Convenor of Business Committee will consult with other Committee Convenors and Secretaries relevant to the workplan of Business Committee.*

### **Expected Standards**

*This section mainly 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. Guide the Committee through complex business, reflecting strategic and theological principles.
3. Actively foster an environment which nurtures equality and cherishes diversity.
4. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
5. Ensure compliance with Safeguarding practice and GDPR.
6. Possess good IT skills including Microsoft Office, Zoom and email.
7. Be a member of the United Reformed Church.

*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.*