

Role Description

Member of Business Committee (with links to racial justice networks)



Role Description

Role Title	Member of Business Committee
Governance Area	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.
Main points of contact	Business Committee Convenor and colleagues as well as racial justice networks
Connected Roles	From time to time there may be opportunities for committee specific connected roles, subject to personal availability.
Sources of Support	Convenor of Business Committee and administrative support for the Committee is provided by the PA to the General Secretary
Location	The majority of meetings will be online. Residential meetings will take place at a venue conveniently accessed by the members of the Business Committee.
Time Commitment	A pattern of 3 online meetings and 1 residential per annum (dates and times suitable for the membership of the Committee) plus reading of Committee papers in preparation for meetings. There may be opportunities for specific areas of delegated work between meetings. Meeting frequency is determined by factors such as the volume of business to be addressed and the urgency of matters requiring attention.
Remuneration	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.
Background: 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	
Committee Summary: 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

Participation in meetings

1. Attend as many of the Committee's meetings as practicably possible.
2. Read all papers carefully in advance of each meeting in order to participate in discussions and ask appropriate questions.
3. Familiarise yourself with the Committee's Terms of Reference.
4. Be willing to support particular pieces of committee work outside of the meetings from time to time.
5. Maintain an active interest in the reports and outcomes of General Assembly and Assembly Executive.

Training

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

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. Actively foster an environment which nurtures equality and cherishes diversity.
3. Maintain links with the URC's racial justice networks
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. Have a knowledge of URC governance structures or possess a willingness to learn.
7. Possess good IT skills including Microsoft Office, Zoom and email.
8. 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.