## Role Description Template for Convenor

### Role Description

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| **Role Title** | Convenor of [X] Committee |
| **Governance Area** | ?? (as outlined in the Terms of Reference) |
| **Main Points of Contact** |  |
| **Connected Roles** | Convenor of [X] Committee is a member of General Assembly and Assembly Executive  [any other committee specific connected roles] |
| **Sources of Support** | [Administrative support provided by X] Secretary to the committee is [X] |
| **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** | [X] online meetings and [X] 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 (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 while supporting the work of the [X] Committee will be reimbursed, in accordance with the URC expenses policy. |
| **Background:** | |
| **Committee Summary:** | |

### 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. Enable equal participation from the membership of the committee.
4. Approve minutes of each meeting for timely circulation to its members.
5. Ensure that the Committee’s risk register is reviewed at appropriate intervals during the year and any necessary actions taken.
6. Submit the Committee’s up-to-date risk register as part of the annual review.
7. Work with the Secretary to develop, and keep under 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 papers and associated resolutions to General Assembly or Assembly Executive with support from [X] as appropriate.

#### 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 and Inclusion.
2. 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.
3. Provide a list of appropriate names to Nominations Committee for them to make

final nominations to General Assembly.

#### Training

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 [X] Committee will:–

#### Expected Standards

*This section refers to the way in which the role should be done as opposed to the duties/ responsibilities themselves.*

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.*

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