

# Role Description for Convenor



## Role Description

<b>Role Title</b>	Convenor of Accreditations Sub-Committee of Ministries Committee
<b>Governance Area</b>	Ministries Committee
<b>Main Points of Contact</b>	Secretary for Ministries Head of Community Development
<b>Connected Roles</b>	Convenor of the Accreditations Sub-Committee is a member of the Ministries Committee
<b>Sources of Support</b>	Secretaries to the committee are Secretary for Ministries and Head of Community Development
<b>Location</b>	The majority of meetings will be online.
<b>Time Commitment</b>	4 online meetings and 1 in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.
<b>Remuneration</b>	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Accreditations Sub-Committee will be reimbursed, in accordance with the URC expenses policy or Plan for Partnership.

**Background:** The Accreditations Sub-Committee is one of 5 sub-committees of the Ministries Committee. It has delegated authority from General Assembly for the consideration and management of Certificates of Eligibility under function xxi and xxiii of the General Assembly.

### Committee Summary:

The functions of the sub-committee are to oversee:

- the approval and subsequent monitoring of CRCW projects;
- the approval and subsequent monitoring of SCM projects;
- the approval and subsequent monitoring of new pioneering projects;
- the consideration and management of Certificates of Eligibility;
- the consideration and management of Certificates for Limited Service;

- the maintenance of the Roll of Ministers of the Word and Sacraments and Church Related Community Workers, the Roll of Elders and Roll of Assembly Accredited Lay Preachers and the Roll of Assembly Accredited Lay Pioneers.
- any other matters as may, from time to time, be allocated by the Ministries Committee.

## **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). Approve minutes of each meeting for timely circulation to its members.
3. Enable equal participation from the membership of the committee.
4. To write a brief report of its work for each meeting of the Ministries Committee.
5. Write a report for the Ministries Committee for General Assembly on a biennial basis;
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.

### **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 Secretaries 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 Ministries Committee

### **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.*