## Role Description Template for Member of Committee

### Role Description

|  |  |
| --- | --- |
| **Role Title** | Convenor of [X] Committee |
| **Governance Area** | ?? (as outlined in the Terms of Reference) |
| **Main Points of Contact** |  |
| **Connected Roles** | [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. |
| **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

#### Attending and 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 (and delegated authority from General Assembly or URC Trust).

4. Be willing to support particular pieces of committee work outside of the meetings from time to time.

#### Training

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

#### 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.*

Members 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.*