

# Role Description for the URC Assessment Board Convenor



## Role Description

<b>Role Title</b>	Convenor of the Assessment Board
<b>Governance Area</b>	Ministries Committee
<b>Main Points of Contact</b>	Deputy General Secretary (Ministries)
<b>Connected Roles</b>	Convenor of the Assessment Board is a member of Ministries Committee, and also its Accreditations Sub-Committee
<b>Sources of Support</b>	Administrative support provided by PA to the Secretary for Ministries
<b>Location</b>	Convenor of the Assessment Board is a member of Ministries Committee, and also its Accreditations Sub-Committee
<b>Time Commitment</b>	2 on-line meetings (Annual General Meeting, and annual meeting with Synod Candidating Secretaries) and 3 in-person meetings (2 Assessment Conferences, normally in March and November (each of 4 days) and annual Assessment Training for Synod Assessors and new Assessment Board Members (4 days, normally in October), with additional follow-up work between meetings, usually on-line, occasionally with RCLs and students in person.
<b>Remuneration</b>	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Ministries Committee will be reimbursed, in accordance with the URC expenses policy.

**Background:** The Assessment Board is one of the sub-committees of Ministries Committee. It has delegated authority from General Assembly for the consideration and selection of candidates for the Ministries of the Word and Sacraments and of Church Related Community Workers, and for oversight of their training in Education for Ministry (EM1) in the Resource Centres for Learning (RCLs) of the URC.

### **Committee Summary: Assessment Board**

The Assessment Board has delegated authority from General Assembly for assessing candidates for ministry under function xxix of the General Assembly. As such, it has its own Appeals Process.

The functions of the Assessment Board are to oversee the candidating process for the Ministry of the Word and Sacraments and Church Related Community Workers on behalf of the United Reformed Church including the Assessment Conferences each year normally in March and November; to hear any appeals to the Assessment Conference discernment decisions using the Assessment Board Appeals Process; to oversee Education for Ministry Phase 1 training on behalf of the URC; hear concerns from the RCLs concerning students and, where necessary

implements the Amber Light Policy Stage 2 process to makes decisions about the continuation of training for students; instigate any Occupational Health Assessments for students in EM as advised by the RCL; administers Assessment Board Training to which all new assessors must attend before they can begin as an assessor including EDI awareness training; continually review processes to ensure best practice at all stages of candidating including Synod and Assessment Conferences, advising Synods of changes to the process as necessary; advise Ministries of the accreditation of students in training through the Accreditation sub-committee; oversee the annual meeting with Candidating Secretaries or equivalent and the annual assessor training in October; contribute brief reports for General Assembly (annual) and Ministries committee (5 per year).

## **Principal responsibilities and duties**

### **Convening and Running Meetings**

Work with the Deputy General Secretary (Ministries) to

1. ensure that the work of the Board remains within its approved Terms of Reference (and delegated authority from General Assembly);
2. enable equal participation from the membership of the Board;
3. ensure the smooth running of Assessment Conferences and decisions are reported in an appropriate manner;
4. ensure Assessment Board training takes place on an annual basis ;
5. ensure the AGM agenda covers the appropriate items for discussion throughout the year;
6. approve minutes of the AGM for timely circulation to its members;
7. ensure that the Board's risk register is reviewed at appropriate intervals during the year and any necessary actions taken;
8. submit the Board's up-to-date risk register to the Ministries Committee as part of the annual review.

### **Oversee Board Membership**

1. Ensure that the membership of the Board is diverse and meets the URC's current expectations in terms of Equality Diversity and Inclusion.
2. Work with the Secretary for Ministries and appointed Church House support to follow safer recruitment procedures in seeking new members of the Board 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 the Ministries Committee

The Deputy General Secretary (Ministries)

Ministries Committee

Accreditations Sub-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.*