

Role Description for Member of the Accreditations sub-committee

Role Description

Role Title	Member of Accreditations sub-Committee
Governance Area	Ministries Committee (as outlined in the Terms of Reference)
Main Points of Contact	Deputy General Secretary (Ministries)
Location	The majority of meetings will be online. Where meetings are in person, these are likely to take place at a central location.
Time Commitment	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.
Remuneration	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.
<p>Background: The Accreditations sub-committee is one of 5 sub-committees of the Ministries committee. It deals with the maintenance of the Roll of Ministers and Roll of Assembly Accredited Lay Preachers; 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; any other matters as may, from time to time, be allocated by the Ministries Committee.</p>	
<p>Committee Summary: 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.</p>	

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.

The Convener of the Accreditation sub-committee is a member of the Ministries Committee and reports the work of the committee to 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.