

Role Description

Role Title	Youth Member of Nominations Committee
Governance Area	The Committee has oversight of volunteer recruitment to General Assembly Committees (as outlined in the Terms of Reference)
Main points of contact	Convenor of Nominations Committee and liaising with URC Youth
Connected Roles	This Committee Member represents URC Youth (as outlined in the Terms of Reference)
Sources of Support	Senior Leadership Team
Location	The majority of meetings will be online
Time Commitment	3-5 meetings per annum (dates and times suitable for the membership of committee) plus additional follow up work between meetings in the specific area for which the Committee Member is responsible. The majority of meetings are held virtually.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Nominations Committee will be reimbursed, in accordance with the URC expenses policy.
<p>Background: The United Reformed Church is a paradoxical church at a crossroads. There is therefore an interesting and exciting journey of change ahead; and the Nominations Committee is playing a vital part in shaping and equipping the church not just for the journey of change but for a fresh chapter in the life of URC. Our Assembly Committees are an integral part of the direction and governance of the denomination. Recruiting capable and suitably qualified volunteers is vital to the life of the URC. Being a member of the reconstituted Nominations Committee at this seminal time is therefore an opportunity to make a significant contribution.</p>	
<p>Committee Summary: The Nominations Committee follows the terms of reference set by General Assembly (GA) in 2023 under resolution 54. In essence the role of the Nominations Committee is to provide oversight of appointment processes to GA Committees.</p>	

Principle responsibilities and duties

Attending & 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. Familiarisation with the Committee's Terms of Reference
4. Be willing to support particular pieces of committee work outside of the meetings from time to time.

Training

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

Additional work between meetings

1. Champion volunteer recruitment, in terms of signposting and raising awareness of volunteer opportunities, in the area for which you are the representative member on Nominations Committee.
2. Work to generate additional interest in volunteering for Assembly Committees including the less popular roles.

Working with other Committees and Volunteers

Liaise with relevant Assembly Committees, Sub-Committees and volunteers in the areas for which you are the representative on Nominations Committee.

Expected Standards

This section refers to the way in which the role should be done rather than the duties/responsibilities.

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.

Person Specification

Role: Member of Nominations Committee

Requirements	Essential	Desirable
Experience and Knowledge	1. Good understanding of the network for which you are representative member on Nominations Committee	<ul style="list-style-type: none">• Knowledge of URC governance structures or a willingness to learn
Skills and Abilities	2. Work collaboratively with a diverse range of people 3. Basic competence in IT skills including Microsoft Office, Zoom and email.	
Other	4. Member of the United Reformed Church	