

Role Description: Secretary - Equality, Diversity, Inclusion and Belonging Subcommittee

Role	Secretary of the Equality, Diversity, Inclusion and Belonging Subcommittee
Parent Committee	Faith in Action Committee
Appointed by	General Assembly (volunteer)
Main point of contact	Convenor of the subcommittee; Deputy General Secretary (Faith in Action)
Sources of support	As above; Administrator based at the Offices of the General Assembly
Time commitment	The subcommittee meets three times per year, normally online via video-conference (e.g. Zoom or Teams). Hybrid meetings may be arranged. The Secretary is required to attend all meetings. In addition, the Secretary will need to prepare and circulate agendas and papers (issued one week in advance of meetings), take minutes, and handle correspondence between meetings. The Secretary will meet with the Convenor prior to each meeting and in between as required. Members serve for a four-year term.
Remuneration	The Secretary is a volunteer and is not remunerated. Financial expenses incurred for attending meetings or while undertaking the work of the subcommittee will be reimbursed in accordance with the URC's expenses policy.

Background

The Equality, Diversity, Inclusion and Belonging (EDIB) Subcommittee is a subcommittee of the Faith in Action Committee and is accountable to the General Assembly via the Faith in Action Committee. Its role is to remind the denomination that equalities, inclusion, diversity and belonging are enshrined in its theology, life and work, and to challenge the practice of the United Reformed Church where appropriate.

The subcommittee supports the United Reformed Church in embedding equality across all aspects of its life, work, and theology. Its remit is to guide the development of inclusive policies and practices that reflect the Church's commitment to equity and belonging. It aims to foster a culture where everyone feels fully included and valued, within the Church and in wider society, by:

- Monitoring and, where necessary, challenging Church practices.
- Developing and sharing resources.
- Supporting and leading relevant initiatives.
- Listening to and amplifying the voices of those on the margins of Church or society.

The subcommittee responds both to emerging issues in the Church and the world, and to concerns raised by individuals, other committees, or interest groups. It

develops detailed policies and monitors their implementation and effectiveness, reporting regularly to General Assembly.

Subcommittee Summary

See attached Terms of Reference.

Principal responsibilities and duties

Meeting administration

1. Prepare and circulate agendas in consultation with the Convenor, ensuring papers are issued one week in advance of each meeting.
2. Take accurate minutes at all subcommittee meetings and circulate them promptly after each meeting.
3. Record decisions taken via electronic consultation (e.g. email) between meetings, and note these at the next meeting with updates on progress.
4. Maintain a register of members, attendance and ensure quoracy requirements are met.
5. Manage correspondence on behalf of the subcommittee, including communications from individuals, other committees, or interest groups.

Supporting the work of the Subcommittee

1. Work closely with the Convenor to plan the subcommittee's programme of work across the year.
2. Support the development and tracking of policy papers, reports, and resources produced by the subcommittee.
3. Maintain records of the subcommittee's work, including papers, minutes, and correspondence.
4. Liaise with the Deputy General Secretary (Faith in Action) and other staff at the Offices of the General Assembly as required.
5. Co-ordinate the subcommittee's reporting to the Faith in Action Committee and to General Assembly, including drafting or compiling reports as required.

Working with the Convenor and members

1. Meet with the Convenor prior to each meeting to agree the agenda and discuss emerging issues.
2. Support the induction of new members and ensure they receive relevant documentation.
3. Assist the Convenor in ensuring that the subcommittee fulfils its Terms of Reference and reporting obligations.

Training

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

Expected standards

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. Uphold the principles of safer recruitment in all aspects of the subcommittee's work.

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 role description will therefore be subject to periodic review and change if required.

Person Specification

Role: Secretary of the Equality, Diversity, Inclusion and Belonging Subcommittee

Requirements	Essential	Desirable
Experience and Knowledge	Previous experience in a similar administrative or secretarial role	Experience of committee administration within a governance or charitable setting
	Knowledge of URC governance structures or a willingness to learn	Understanding of the URC's conciliar structure and decision-making processes
	Understanding of the principles of safer recruitment or a willingness to learn	Experience of policy development or monitoring
Skills and Abilities	Strong written and verbal communication skills	Ability to draft clear and concise reports and correspondence
	Good IT skills, including Microsoft Office, Zoom and email	Experience of using collaborative document platforms (e.g. Google Drive, SharePoint)
	Attention to detail	Ability to manage multiple tasks and deadlines effectively
Other	Member of the United Reformed Church	
	Commitment to embedding principles of Equality, Diversity and Inclusion	