

RESOLUTIONS FROM SYNOD STANDING COMMITTEE
RELATING TO THE GENERAL SECRETARY OVERSIGHT GROUP

RESOLUTION 63/2017-18 (APRIL 2018)

Synod Standing Committee agreed by consensus to appoint Shawn Whelan (Convener) Rev David Kriel, Alison Xamon and Julie Ridden (Synod Standing Committee members) to the General Secretary Oversight Team.

RESOLUTION: 71/2017-18 (JUNE 2018)

The Synod Standing Committee agreed by consensus to adopt the following Terms of Reference for the General Secretary Oversight Group.

TERMS OF REFERENCE FOR THE GENERAL SECRETARY OVERSIGHT GROUP

1. TITLE

The name of the Committee shall be General Secretary Oversight Group.

2. PURPOSE

To oversee the accountability of the General Secretary to the Synod

3. MEMBERSHIP

3.1 A **Convener** appointed by the Synod Standing Committee

- For a three-year term (with the possibility of up to two further terms at the discretion of the Standing Committee).

3.2 At least three additional **Members** appointed by the Synod Standing Committee

- With each appointed for a three-year term (subject to rolling membership in the first 3 years).
- Members may be appointed for up to two further terms at the discretion of the Synod Standing Committee.
- At least one member should be a member of the Synod Standing Committee

3.3 Gifts, skills and graces of members:

- Awareness of the life of the UCA within the Synod bounds and beyond;
- Understanding of the demands of a senior management position;
- Pastoral listening skills; and
- Capacity to affirm, challenge, encourage and reassure as necessary.

4. ROLES AND RESPONSIBILITIES

4.1 To assist the General Secretary with setting key objectives for each calendar year, after seeking input from the Synod Standing Committee.

4.2 To conduct an end of year review, including measuring performance against key objectives set for the twelve month plan; and

4.3 To review progress and give pastoral support and counsel to the General Secretary.

5 OPERATIONAL PROCESS

- 5.1 The Committee to meet at least three times a year with the General Secretary and, as necessary, separately from the General Secretary.
- 5.2 To undertake an annual assessment of the General Secretary using a formal appraisal tool, augmented by conversations.

6. ACCOUNTABILITY AND REPORTING

- 6.1 The Committee is a sub-committee of, and accountable to, the Synod Standing Committee.
- 6.2 The Committee is to report to the December meeting of the Synod Standing Committee and at other times as necessary.
- 6.3 The parameters of the report to include findings on 4.1, 4.2, 4.3 and any other pertinent issues.

7. MEETINGS

The Committee should meet at least three times a year.

8. EVALUATION AND REVIEW

These Terms of Reference were reviewed in June 2018 and should be reviewed again, to assess their effectiveness in achieving the desired outcomes identified in the PURPOSE above, after a further three year period.