



UNITING CHURCH IN AUSTRALIA WESTERN AUSTRALIA



Secretary of The Presbytery of Western Australia

The Secretary is elected by the Presbytery in session for a term of 3 years

1. Summary of the broad purpose of the position

The Secretary of the Presbytery of Western Australia (hereby referred to as 'the Presbytery') is to provide leadership and resourcing to the Presbytery, fulfilling the necessary business, administrative and operational responsibilities in order to ensure the successful life of the Presbytery and its Congregations in the areas of worship, witness and service.

2. Reporting and key working relationships

This role will report to the Presbytery of Western Australia and its Standing Committee.

3. Core Duties

- i. convene Presbytery meetings, preparing the agenda and keeping a record of all proceedings of the Presbytery;
- ii. attending to all other correspondence on behalf of the Presbytery, including advising all affected parties of the decisions of the Presbytery;
- iii. maintaining and having custody of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other Presbytery officers;
- iv. furnishing information and reports to the Synod and Assembly and to other bodies as required;
- v. dealing with property, disciplinary and other matters in accordance with Regulations;
- vi. performing such other duties as may be assigned by the Presbytery.
- vii. Ensure that Presbytery Standing Committee are informed of exposure to risk, contingent liability and possibility of legal action in accordance with the Regulations, By-Laws and Rules or as determined by the exercise of due diligence and professional standards expected of the position
- viii. Ensure that all Presbytery Commissions, Committees and Working Groups receive on time all documents and information requested or required to conduct business