

SYDNEY PRESBYTERY STANDING COMMITTEE

Terms of Reference

Date of Currency: September, 2016

MANDATE (refer Regulation 3.7.2)

The Standing Committee shall act as and for the Presbytery between the meetings of the Presbytery.

It shall do all things as are necessary for the effective and efficient functioning of the Presbytery and the fulfilment of the obligations of Presbytery as set out in the Regulations.

RESPONSIBILITIES

- to transact the business of the Presbytery between the meetings of the Presbytery, except as may be precluded by the Presbytery;
- to act as the governing body for the Presbytery with respect to risk management and compliance with internal and external obligations, and to work to ensure Congregations within the Presbytery are likewise doing all that is necessary in risk management and compliance;
- to initiate, approve and review the policies, annual budget and Strategic Plan of the Presbytery, and to monitor performance in these areas to ensure the Presbytery's ongoing solvency and alignment of resources towards the approved Strategic Plan;
- to act as the employment/placement body for staff, and to support and evaluate the effectiveness and vitality of call of the Presbytery's Executive Minister;
- to provide oversight and direction for the committees, contact persons and officers of the Presbytery, with a view to resourcing and encouraging continuous improvement in performance in their areas of responsibility;
- to provide a written report to all members of the Presbytery for each Presbytery meeting;
- to publish any of its decisions in such other manner as it shall from time to time determine;
- to consider and approve annual financial statements and required reports to internal and external stakeholders;
- to encourage appropriate succession planning for all committees and staff positions; and
- to adhere to, and monitor adherence within Presbytery committees to, the Presbytery's Conflict of Interest Guidelines

PRECLUSIONS

- Extensions of ministry placements beyond 10 years will be considered by a Presbytery meeting
- Applications for Candidature for Specified Ministries will be considered by a Presbytery meeting

APPOINTMENT

Qualities

- Membership with appropriate gifts and skills appropriate to the objectives of the Committee and representing the values and ethos of the Uniting Church shall be elected by the Presbytery.

Membership

- The Presbytery Chairperson, Presbytery Secretary, Presbytery Treasurer shall be ex-officio members of the committee
- The Executive Minister shall be an ex-officio member of the committee. All other Presbytery staff members, whether employees or Ministers in placement, shall not be eligible for membership of the Committee
- The Chairpersons (or their alternates) of the Pastoral Relations Committee, Business and Property Committee and Tertiary Resource and Oversight Committee shall be ex-officio members of the Committee.
- The Presbytery Chairperson is the Chairperson of Standing Committee.
- Committee may invite additional members where appropriate but invited members to always be less in number than elected members

Term

- Elected and ex-officio members (except the Executive Minister) serve for a three-year term; they are eligible for re-election but not to serve more than nine consecutive years;
- Invited members may serve for 18 months;
- Presbytery Standing Committee has the right to recommend that an elected or ex-officio member of the Committee be removed by a meeting of the Presbytery, and the right to remove an invited member from the Committee at any time.

MEETINGS

- To be held no less than 6 times per year
- Additional meetings may be convened according to need, or if requested by two Committee members or the Chairperson of Presbytery
- All Committee members shall be entitled to vote
- Quorum shall be 50% plus 1 of members
- Minutes to be recorded at every meeting, presented to the next Committee meeting for confirmation or amendment and then kept in a suitably secure location
- Minutes to be available, on request to any member of Presbytery – subject to observance of any privacy or commercial interests

EXECUTIVE

- An Executive of the Standing Committee may be formed on an ad hoc basis, and shall normally be made up of the Chairperson, Executive Minister and two other members of the Committee
- The Executive is permitted to consider any question or topic raised by the Executive Minister or delegated to it by the Standing Committee that is within the scope of the authority of the Standing Committee in any manner deemed fit
- Any consensus decisions of the Executive will be considered provisional until confirmation or otherwise at the next meeting of the Standing Committee, except any decisions that fall within the Delegated Authority of the Executive as listed below, which will be reported to the next meeting of the Standing Committee

DELEGATED AUTHORITIES TO THE EXECUTIVE WITHIN PRESBYTERY POLICIES

- PSP02/15 Credit Card Usage for Executive Minister:
 - 3.2 The following items are approved uses of the card within the specified Executive Minister role....(*excerpt*)
...With the recognition that these limits and guidelines are only examples the Executive Minister recognises that for purchases of individual items or services, that are out of the ordinary and/or above \$2,500 should be confirmed and reported through the reconciliation process at the end of the month with an **Executive Member of the Presbytery Standing Committee**.
- PSP03/15 Financial and Authority Delegation Policy:
 - 3.2 For Purchases that need to be made outside of the above criteria;
 - a. Individual Purchases;
 - >\$10,000 but <\$50,000 – approval from the Presbytery **Standing Committee's Executive** and reportable to the next full Standing Committee meeting.
 - 4. Responsibilities and Reporting
 - **Executive Standing Committee Members**:
 - To respond to in writing confirmation of requests for approval
 - To ensure that a review of the purchase and comparison rates has occurred

PROCESS FOR REVIEW

- Committee Terms of Reference to be reviewed annually.
- Presbytery Standing Committee has the right to recommend the amendment of these Terms of Reference at any Presbytery meeting; approved amended versions to be available on the Presbytery website.