

# **Tertiary Resource and Oversight Committee (TROC)**

## **Terms of Reference**

**Updated 2016**

### **MANDATE**

The role of the Tertiary Resource and Oversight Committee is to give strategic direction to Tertiary Chaplaincy Team in Sydney Presbytery. This is to enable the chaplaincy team to live out the Tertiary Ministry's mission statement "Keeping Faith, Doing Justice, Building Community" in the Tertiary Institutions and Congregations of Sydney Presbytery. Tertiary Chaplaincy in Sydney Presbytery primarily expresses its ministry through the organisation of Christian Students Uniting.

### **RESPONSIBILITIES**

- Provide guidance, oversight & support for the Tertiary Chaplain/s
- Provide guidance, oversight & Support for the Tertiary Ministry Resource Officer (TMRO)
- Ensure guidance, oversight & support for the Tertiary Mission Worker/s
- The committee shall establish and maintain a time scaled plan of objectives in rolling five year blocks reviewed and updated at least once each year. [That is, a fifth year added each year as the current year ends so that there is always a five year plan.]
- a less detailed plan for the years five to ten is to be maintained in the same way, to provide a clear longer term focus. The plan shall include at least one line for each project.
- The committee shall develop and oversee implementation of funding models for sustaining and growing Tertiary Ministry
- The committee shall be responsible for the appointing of mission workers
- An annual budget is to be prepared by the committee for approval of Standing Committee for the coming financial year.
- Report on behalf of the presbytery to the appropriate Synod body.

### **APPOINTMENT**

- Membership with appropriate gifts and skills appropriate to the objectives of the Committee shall be appointed by the Standing Committee on a three year rotational basis
- Appointed members of the committee shall retain membership for a maximum of nine consecutive years
- More than half of the Committee shall be members of the Presbytery

- Any University Chaplains in Placement will be ex-officio members of the Committee
- The Tertiary Ministry Resource Officer will be an ex-officio member of the Committee
- Mission workers are invited to attend meetings in a non-voting capacity. Attendance expectations for mission workers will be managed by the chaplains and TROC chairperson.
- The Presbytery Chairperson and Presbytery Secretary are ex-officio members of the Committee
- The Committee is to nominate its own chairperson annually from the Presbytery appointed members, to be ratified by Standing Committee. The chairperson will be an ex-officio member of Standing Committee.
- Committee to comprise no less than five elected members
- Representation from university related congregations (Burwood/Croydon, Hope, Leichhardt & others as applicable) is encouraged
- Committee may invite additional members where appropriate but invited members to always be less in number than appointed members (e.g. a graduate representative)
- Sydney Presbytery has the right to remove a member of a Committee at any time

#### **MEETINGS**

- To be held no less than four times a year
- Additional meetings may be convened by the Committee Chair according to need or if requested by two Committee members or the Chairperson of Presbytery
- Only Presbytery appointed members, the Tertiary Ministry Resource Officer and Tertiary Chaplains may vote
- Quorum shall be 50% of members plus one other member
- Minutes and Action Log to be prepared after every meeting
- Minutes to be presented to the next immediate Presbytery Standing Committee meeting
- Minutes to be available, on request to any member of Presbytery – subject to observance of any privacy or commercial interests

#### **PROCESS FOR REVIEW**

- Committee Terms of Reference to be reviewed annually by the Committee and then submitted to Presbytery Standing Committee for ratification
- Presbytery Standing Committee has the right to amend the Terms of Reference at any time