



**Uniting Church in Australia**  
**ASSEMBLY**  
Assembly Standing Committee

27-29 August 2021

**DOCUMENT 8N**

<b>Title</b>	<b>Nominations for the National Disaster Fund Management Committee</b>
Type of Paper (Information/Decision)	For information
Assembly or ASC Minute	Not applicable
Consultation	Not applicable
Purpose	To appoint the members of the Management Committee of the National Disaster Fund
Rationale & Findings Summary	
Attachments	
Proposal/s	That the Assembly Standing Committee appoint the members of the Management Committee of the National Disaster Fund: 1. David Jackson 2. Wendy Perkins
	Leo Iosifidis, Chair of the National Disaster Fund

# **CHARTER FOR THE UNITING CHURCH IN AUSTRALIA - NATIONAL ASSEMBLY NATIONAL DISASTER RELIEF FUND**

## **1. Introduction**

This Charter replaces the earlier documentation that established the National Disaster Relief Fund ("the Fund") of the Uniting Church in Australia ("UCA") and the previous constitution established in 2012. It reflects the objects of the Fund as it has operated to this time recognising the Fund does not hold DGR status.

## **2. Purpose**

- 2.1 The purpose of the Fund is to provide financial resources for the relief of suffering caused by disasters occurring in Australia.
- 2.2 Relief may be offered directly to persons affected by such disasters, their families and other dependents who may suffer as a result of these disasters, or through providing resources to third parties who deliver the assistance.
- 2.3 The assets and income of the Fund must be applied exclusively to the promotion of its objects and no portion is to be paid or distributed directly or indirectly to the members of the National Assembly of UCA ("the Assembly") except as remuneration in good faith for services rendered or expenses incurred on behalf of the Fund.

## **3. Custodian of funds**

- 3.1 UCA Assembly Ltd acts as custodian of the Fund on behalf of the Assembly.

## **4. Management of the Fund**

- 4.1 The Fund shall be administered by a Committee of Management (hereafter named the "Committee" of three persons appointed in accordance with the provisions set out below. A majority of the members of the must be members, or members in association, of UCA.
- 4.2 Three members of the Committee shall be appointed by the Assembly Standing Committee of the Assembly at the first meeting of the Standing Committee after each triennial Assembly. Each appointed member shall serve a 3-year term.
- 4.3 The fourth member of the Committee shall be the person who is for the time being occupying the position, or carrying out the duties, of General Secretary of the Assembly of the UCA.
- 4.4 Notwithstanding any vacancy or inability to act among the membership of the Committee the members holding office shall at all times be able to exercise the authority vested in them, subject to clause 4.7 below.
- 4.5
  - a. The General Secretary of the Assembly shall be the ex officio chair of the Committee and in that capacity may delegate his / her duties to employees of the Secretariat of the National Assembly of the UCA.
  - b. The Deputy Chair of the Committee shall be elected from within the committee.
  - c. One of the members of the Committee shall be elected as Secretary / Treasurer.
- 4.6 Two members of the Committee shall constitute a quorum for meetings of the Committee. The concurrence of two members of the Committee shall be required in administering the

Fund and dispensing funds for the purposes of the Fund except when the circumstances dealt with under clause 4.9 apply.

- 4.7 In accordance with procedures agreed to at a meeting of the Committee the Committee may make provision for decisions to be made between formal meetings providing at least two members concur in that decision unless the circumstances provided for under clause 4.9 apply. Decisions made between meetings shall be minuted in the minutes of the subsequent formal meeting under a heading especially devoted to that topic.
- 4.8 Should the General Secretary determine that the circumstances warrant urgent action and after reasonable effort s/he is unable to contact three other members then the General Secretary may give approval for any appropriate action.
- 4.9 The Committee in the exercise of its responsibilities may be guided by the views of the National Disaster Recovery Officer and Disaster Recovery Co-ordinators or Committees of the various Synods and in support thereof may pay the costs of national gatherings of those officers.
- 4.10 The Committee may apply the financial resources of the Fund in support of such research as is necessary and desirable to more effectively achieve the purpose of the Fund.
- 4.11 Members of the Committee shall not be entitled to any remuneration or reimbursement for their time and effort in the administration of the Fund other than travel expenses and direct expenses of meeting together.
- 4.12 Where a member of the Committee of Management does not attend a meeting for three meetings in a row then the other members of the Committee of Management may recommend to the Assembly Standing Committee that the person be removed as a member of the Committee.
- 4.13 The Assembly Standing Committee may terminate the appointment of a member of the Committee of Management at any time for such reasons as it deems sufficient.
- 4.14 Any casual vacancy occurring in the Committee of Management may:
  - 4.14.a. be filled by the Assembly Standing Committee of the UCA; or
  - 4.14 b. where the Committee wishes to fill the vacancy immediately, be filled by the Committee, but the term of the person so appointed ends if the Assembly Standing Committee of the UCA makes an appointment under clause 4.14 not later than three months after the notification of the appointment by the Committee of Management.
- 4.15 Any person appointed under clause 4.14 by the Assembly Standing Committee of the UCA or, in the absence of such appointment, by the Committee of Management, is a member of the Committee of Management for the remainder of the term of the member replaced.

## **5. Meetings of the Committee of Management**

- 5.1 The Committee shall meet formally at least twice each calendar year at times determined by them and otherwise when convened by the chairperson with the agreement of any two other members.
- 5.2 The Committee may meet in person or via teleconference or other electronic means.

- 5.3 The Secretary shall provide seven days notice of meetings by mail or such form of electronic communication as is agreed by the Committee.
- 5.4 Meetings of the Committee of Management shall use the decision-making procedures adopted in *The Manual for Meetings*.

## **6. Administration of the Fund**

- 6.1 The Committee may receive funds for the relief of suffering caused by a particular event or circumstances or generally in support of the purpose of the Fund.
- 6.2 The Committee shall ensure that all Funds are receipted as subject to the provisions of the constitution of the Fund.
- 6.3 The Committee of Management shall comply with the provisions of Regulation 3.8.7(a), (b) and (c) in respect of books of account, banking arrangements and Audit.
- 6.4 The auditor shall be appointed by the Assembly Standing Committee, as determined from time to time by the Assembly Standing Committee.
- 6.5 Audited accounts shall be presented to the Assembly Standing Committee annually, and as required by the Assembly Standing Committee.
- 6.6 The financial year of the National Disaster Relief Fund shall be the same as for other Assembly Accounts.
- 6.7 Where monies are received in support of the relief of suffering arising from a particular event or set of circumstances and are in excess of the amount the Committee of Management decides can effectively be allocated to relieve that suffering caused by that particular event, the Committee of Management may agree to apply the excess monies to alleviate suffering caused by any other present or future situation or circumstance which is consistent with the purposes of the Fund.

## **7. Amendment to the Constitution**

- 7.1 This Charter may be amended at any time by the Standing Committee of the Assembly of the Uniting Church in Australia.

## **8. Dissolution of the Fund**

- 8.1 In the event of the dissolution of the Fund, the surplus funds and assets shall, after meeting all liabilities, be paid or transferred to another fund, authority or institution of the UCA, for similar purposes.
- 8.2 Subject to any specific trust or agreement in respect thereof, the fund, authority or institution to which surplus assets shall be distributed under clauses 8.1 shall be selected by the UCA Assembly Standing Committee having regard to any recommendation made by the Committee of Management.

*Amended Constitution approved by the Assembly Standing Committee, March 2019*

# **Expression of Interest Form** **for** **Assembly Committees or Task Groups**

**Basis of Union:**

The Uniting Church recognises that responsibility for government in the Church belongs to the people of God by virtue of the gifts and tasks which God has laid upon them.

**Constitution:**

The Assembly shall have determining responsibility in matters of doctrine, worship, government and discipline, including the promotion of the Church's mission, establishment of standards of theological education and the reception of ministers from other denominations, and is empowered to make final decisions on all matters related to the Constitution of the UCA.

**Name of the Committee / Task Group:**

**Brief description of the Mandate / Terms of Reference for this body:**



Name: David Jackson

(Please complete as relevant)

Congregation: Margaret River

Presbytery: Perth

Synod: WA

What experience will you bring to the Committee / Task Group?

Ordained in 1978. Currently the convenor Disaster Relief and Community Recovery Working Group for Synod of WA and Senior Chaplain WA Disaster Recovery Chaplaincy Network. I also serve on the Assembly Defence Force Chaplaincy Committee.

What if any relevant experience have you had in the life of the Church?

Served the Uniting Church in ministry placements in Tasmania and WA and also served as a fulltime Army Chaplain for 19 years.

What if any relevant qualifications do you have?

Bachelor of Theology UFT

Age range	Under 30	30-59	60+X
Ministry category	Lay	Ordained X	
Location	Remote	Rural X	Regional Centre City

What cultural and linguistic background do you have?  
English

**Referees:** (Please list the names and contact details of two people to act as referees for you in regard to this role)

1. Rev Andrew Syme, GENSEC Synod of WA , Andrew Syme, [andrew.syme@wa.uca.org.au](mailto:andrew.syme@wa.uca.org.au),
2. Rev Don Dowling, 'Dk-dowling@bigpond.com', 0417973645

If you are not appointed to this body, are you willing for Assembly to retain a copy of this form, and to consider you for appointment to a relevant task group in the future? **YES** / NO

Signature: 

Date: 4/8/21

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The Assembly shall have determining responsibility in matters of doctrine, worship, government and discipline, including the promotion of the Church's mission, establishment of standards of theological education and the reception of ministers from other denominations, and is empowered to make final decisions on all matters related to the Constitution of the UCA.


**Name of the Committee / Task Group:**

***National Disaster Fund Committee***

**Brief description of the Mandate / Terms of Reference for this body:**

***To consult together and make decisions about the provision of financial resources from the UCA Assembly National Disaster Fund for the relief of suffering caused by disasters occurring in Australia.***

**Personal Information:**

<p>Affix photo here</p> 	<p>Name: <b>Wendy Perkins</b></p> <p><i>(Please complete as relevant)</i></p> <p>Congregation: <b>Seeds Uniting Church, SA</b></p> <p>Presbytery: <b>Southern SA</b></p> <p>Synod: <b>SA</b></p>
<p>What skills and experience will you bring to the Committee / Task Group?</p> <ul style="list-style-type: none"><li>• <b>8 years' experience as Coordinator of Disaster and Recovery Ministries in SA, responsible for training, deploying and managing a team of over 300 volunteer chaplains to Emergency Relief Centres, Recovery Centres and on outreach teams when needed as part of the SA State Emergency Management Plan</b></li><li>• <b>Member of NDF Committee since 2017/18</b></li><li>• <b>Membership of UCSA Relief Fund Committee, SA Synod (a similar fund with a similar purpose to the NDF but on a local level)</b></li></ul>	
<p>What if any relevant experience have you had in the life of the Church?</p> <ul style="list-style-type: none"><li>• <b>Previously member of Assembly Worship Working Group</b></li><li>• <b>Currently long-term member of Pilgrim School Board (a UCA primary school in SA)</b></li><li>• <b>Previously member of Church Councils, pastoral staff member in my local congregation for many years</b></li></ul>	
<p>What if any relevant qualifications do you have?</p> <ul style="list-style-type: none"><li>• <b>Graduate Diploma in Ministry (ongoing study)</b></li></ul>	

Age range	Under 30	30-59	60+
Ministry category	Lay	Ordained	
Location	Remote	Rural	Regional Centre City
What cultural and linguistic background do you have? <b>English/Australian but fluent German speaker (formerly taught this at a secondary level and have lived and studied in Germany)</b>			

**Referees:** (Please list the names and contact details of two people to act as referees for you in regard to this role)

1. **Rev Philip Gardner, Executive Officer, Placements and Safe Church (SA Synod)**  
[pgardner@sa.uca.org.au](mailto:pgardner@sa.uca.org.au), 0409 077 076
2. **Mr Bronte Wilson, Moderator (SA Synod),** [moderator@sa.uca.org.au](mailto:moderator@sa.uca.org.au), 0434 691 776

If you are not appointed to this body, are you willing for Assembly to retain a copy of this form, and to consider you for appointment to a relevant task group in the future? **YES** / NO

Signature: Wendy J. Perkins

Date: 13 August 2021