



Uniting Church in Australia
ASSEMBLY
Assembly Standing Committee

12-14 November 2021

DOCUMENT 8

Title	Assembly Standing Committee Governance Reference Committee Review
Type of Paper (Information/Decision)	For decision
Assembly or ASC Minute	ASC Minute 21.48.05 a) request the General Secretary, the President and Nicole Mugford, to undertake a review of the ASC Governance Reference Committee, and b) report to the November 2021 meeting of the Assembly Standing Committee regarding findings and recommendations; and
Consultation	President, Nicole Mugford
Purpose	To provide to ASC information on the review undertaken, and associated decisions regarding revised Terms of Reference.
Rationale & Findings Summary	The review recommends the following: <ul style="list-style-type: none">• The Committee is renamed, <i>Assembly Standing Committee Governance Advisory Committee</i>• Membership is made up of President, Assembly General Secretary and three ASC members. The President-elect joins the membership for the final year of the triennium in the lead up to them being installed as President• The Committee reports once per triennium to the ASC on its work (midway through the triennium)• Particular tasks of the Committee include:<ol style="list-style-type: none">1. Considering ASC meeting evaluations, advise on effective meeting procedures and agenda shape and development for upcoming meetings with due regard to issues of strategic importance and / or urgency for the Assembly and the wider Uniting Church2. Map ASC meetings over the triennium, including any opportunities for training/briefing for ASC members3. Advise agencies and other bodies with respect to guidelines and a timetable for them to report in a timely, informative and succinct manner on the exercise of their delegations.
Attachments	Attachment A: Reviewed Terms of Reference for the Assembly Standing Committee Governance Advisory Committee
Proposal/s	That the Assembly Standing Committee: <ol style="list-style-type: none">1. Receive the Assembly Standing Committee Governance Reference Committee review report2. Approve the revised Terms of Reference for the Assembly Standing Committee Governance Advisory Committee3. Appoint three ASC members to the Committee
Submitted by	Colleen Geyer Assembly General Secretary colleeng@nat.uca.org.au ; 0411 333 167

ATTACHMENT A

**Name: Assembly Standing Committee Governance Advisory Committee
Terms of Reference**

Membership: The President, General Secretary, and three members of the Standing Committee. President-elect (for the final year of the triennium)

Meets: Within two weeks following an ASC meeting.

Report: Once per triennium, at the midway point.

Review: Every 3 years.

Purpose:

To assist the Standing Committee in the fulfillment of its governance responsibilities by

1. ensuring that the agenda of the Standing Committee includes sufficient time and appropriate resources for it to undertake its governance role; and
2. undertaking other roles as directed by the Standing Committee that will assist it to be an effective governance body.

Particular Tasks:

1. Considering ASC meeting evaluations, advise on effective meeting procedures and agenda shape and development for upcoming meetings with due regard to issues of strategic importance and / or urgency for the Assembly and the wider Uniting Church
2. Map ASC meetings over the triennium, including any opportunities for training/briefing for ASC members
3. Advise agencies and other bodies with respect to guidelines and a timetable for them to report in a timely, informative and succinct manner on the exercise of their delegations.

[SHOWING TRACKED CHANGES]

Name: Assembly Standing Committee Governance ~~Reference~~ Advisory
Committee
Terms of Reference

Membership:

The President, ~~President-elect~~, General Secretary, and three members of the Standing Committee. President-elect (for the final year of the triennium)

Meets: Within two weeks following an ASC meeting.

Report: Each ASC meeting. Once per triennium, at the midway point.

Review: Every 3 years.

Purpose:

To assist the Standing Committee in the fulfillment of its governance responsibilities by

3. ensuring that the agenda of the Standing Committee includes sufficient time and appropriate resources for it to undertake its governance role; and
4. undertaking other roles as directed by the Standing Committee that will assist it to be an effective governance body.

Particular Tasks:

4. Considering ASC meeting evaluations, advise on effective meeting procedures and agenda shape and development for upcoming meetings with due regard to issues of strategic importance and / or urgency for the Assembly and the wider Uniting Church
5. Map ASC meetings over the triennium, including any opportunities for training/briefing for ASC members
6. Advise agencies and other bodies with respect to guidelines and a timetable for them to report in a timely, informative and succinct manner on the exercise of their delegations.
- ~~4. Work with agencies and other bodies to develop guidelines and a timetable for them to report in a timely, informative and succinct manner on the exercise of their delegations.~~
- ~~5. Identify and plan into the ASC agenda opportunities for the Assembly to engage with those areas of the Assembly's work for which no governance responsibilities have been delegated.~~
- ~~6. Consider all nominations brought to the ASC for approval regarding appropriate information and suitability prior to them being presented to the ASC.~~
- ~~7. Shape the agenda of ASC meetings with due regard to issues of strategic importance and / or urgency for the Assembly and the wider Uniting Church.~~
- ~~8. Reflect upon the performance of the ASC, including evaluations undertaken at the conclusion of each ASC meeting, and feed back to the ASC how it can better undertake its responsibilities.~~
- ~~9. Enhance the capacity of the ASC in the fulfillment of its governance role by undertaking tasks referred to it from time to time; e.g. considering areas where co-options may be appropriate.~~