

Act2 Steering Committee Terms of Reference

Purpose: To oversee, on behalf of the Assembly Standing Committee (ASC), the work of the Act2 Project. In particular it is responsible for the implementation of Assembly Resolution 22 (unconfirmed minute attached).

Responsibilities:

To oversee the ongoing work of the Act2 Project, including:

1. Provide guidance and direction on the priorities, approaches and sequencing to progressing the work of the project
2. Establish any workstreams required to progress the Act2 Project and appointment of any leads or working groups.
3. Provide guidance and direction on the stakeholders, timeline, and method of consultation for the project.
4. Review and monitor the management of risks to the Act2 Project.
5. Liaise with other councils of the Church regarding the resourcing and implementation of the Act2 project.
6. Provide any recommendations to the ASC for approval, regarding the budget for the Act2 Project.
7. Bring recommendations to the ASC for its consideration, including any recommendations to the 17th Assembly.

Reporting Arrangements:

The Steering Committee is established by and reports to the ASC. It is expected it would regularly report to the ASC and provide other such reports as agreed with the Synods.

Period:

This Terms of Reference is for the period July 2022 to July 2024, with an option for extension

Membership:

The membership shall be made up of the following,

- Appointed by the Assembly Standing Committee:
 - A Chairperson
 - A nominee from each of the Synods
 - Four other people appointed by the ASC
 - The General Secretary shall be ex-officio
- Two people appointed by the Uniting Aboriginal and Islander Christian Congress

Meeting Schedule:

The Steering Committee will normally meet monthly, up to 10 times per year. Most meetings would be conducted via videoconference with the potential for some in person meetings as required.

The Act2 Project Unit will provide secretariat support to the Steering Committee and the Project Lead will participate as a non-voting member of the Steering Committee meetings.

Steering Committee Member Role Description

Members of the Act2 Steering Committee will contribute to the oversight and implementation of the Act2 Project. See the attached draft Terms of Reference for more detail.

Responsibilities:

1. Participation in the meetings of the Act2 Steering Committee in ensuring the work of the Act2 Project is effectively implemented, consistent with the decisions of the Assembly (Resolution 22) and the Assembly Standing Committee.
2. Provide guidance and direction to the Act2 Project Unit on the creation and implementation of the Act2 Project Plan, including the process for consultation with the Church.
3. Be an advocate for the project and active promoter of the outputs of the project in the life of the Church.
4. Foster positive communication between the different councils of the Church about the aim, strategy and intended outcomes of the project.
5. Ensure challenges or risks to the project are raised and addressed in a timely manner.

Gifts, Skills and Experience Required:

1. A deep love and commitment to the vision of the Uniting Church in Australia as described in its foundational documents including the Basis of Union.
2. A deep knowledge of the polity, structure, practices, and culture of the Uniting Church.
3. A commitment to the Covenant with the Uniting Aboriginal and Islander Christian Congress.
4. An appreciation of and commitment to the Uniting Church as a multicultural Church.
5. A commitment to the vision of the Act2 Project.
6. Demonstrated experience in new and imaginative ways of giving expression to the Church's vision and calling.
7. Knowledge of the Church's legal, ethical, and social obligations.
8. Experience in the oversight and governance of complex projects.
9. Experience in utilising design thinking, organisational development and change management within large, complex organisations.

Period of Appointment:

Appointment will be until 17th Assembly (July 2024).

Time Commitment:

The Steering Committee will normally meet monthly, up to 10 times per year. Most meetings would be conducted via videoconference with the potential for some in person meetings as required. Additional work outside the meetings of the Steering Committee may be required. It

is anticipated there will be an initial weekend retreat of the Steering Committee in August/September 2022.

Approved by the July 2022 Assembly Standing Committee meeting.