



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

8 October 2023

**DOCUMENT 6**

<b>Title</b>	<b>General Secretary Transition 2023</b>
Type of Paper (Information/Decision)	For information
Assembly or ASC Minute	
Consultation	
Purpose	To provide an overview of proposed arrangements for the transition of the General Secretary to her conclusion, and indicate initial arrangements for the Assembly until the next General Secretary is elected at the 17 <sup>th</sup> Assembly and begins their tenure.
Rationale & Findings Summary	An outline of the workplan for the General Secretary for 2023, and proposed way forward for the leadership of the Assembly in 2024 is included. Consideration of these and any comments or advice is requested from the ASC.
Attachments	
Proposal/s	That the Assembly Standing Committee: 1. Receives the report
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# **GENERAL SECRETARY TRANSITION 2023**

In order to effect a smooth transition for the Assembly and its operations following the resignation of the General Secretary, this paper sets out proposed plans and outcomes for 2023, and initial thoughts for 2024 until the next permanent General Secretary begins.

## **Current General Secretary – Workplan 2023**

The following are the proposed outcomes and deliverables for the current General Secretary (in addition to usual day-to-day responsibilities) until she finishes on 31 December 2023:

- Disability Royal Commission National Task Group – finalise work on the Overarching Principles Project; initial analysis with the NTG of the recommendations from the Royal Commission's final report for use and action by the UCA
- Planning for the 17<sup>th</sup> Assembly (see below)
- Handover for General Secretary (interim, January 2024 until incoming General Secretary begins)
- Handover documentation for incoming General Secretary (post 17<sup>th</sup> Assembly)
- Work with Assembly Executive team re any joint work that needs to be completed in 2023
- Participate in any meetings prior to the end of 2023, including Senior Leaders Meeting

## **Planning for 17<sup>th</sup> Assembly**

- Have timeline and project plan in place
- Key people identified and in place
- Overview of work requested by the 16<sup>th</sup> Assembly for the ASC's consideration and action (November 2023 ASC meeting)
- Preparation of reports for the 17<sup>th</sup> Assembly – ASC Report (for approval at March 2024 ASC meeting); General Secretary Report (for inclusion in Assembly reports)
- Any communications with Synods and Presbyteries required in 2023 completed
- Provide assistance to Local Arrangements Committee in 2023
- Provide initial orientation to a project worker/coordinator recruited for the Assembly
- Triennial Assembly Manual

## **Leadership of Assembly 2024**

The following is proposed for the consideration of the ASC:

- Assembly General Secretary from 1 January 2024 until the incoming General Secretary begins after the 17<sup>th</sup> Assembly is endorsed (November 2023 ASC meeting)
- Incoming General Secretary begins as soon as is possible after the 17<sup>th</sup> Assembly
- Consideration of interim staffing requirements in the Secretariat from 1 January 2024 until the incoming General Secretary begins
- The Assembly Executive work together for any joint responsibilities