



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

21 April 2024

**DOCUMENT 7**

|                                      |   |
|--------------------------------------|---|
| Type of Paper (Information/Decision) | Decision  |
| Title                                | Establishment of an Assembly General Secretary Oversight Group  |
| Assembly or ASC Minute               | N/A   |
| Consultation                         | Members of the General Secretary Nomination Committee   |
| Purpose                              | To propose the establishment of a Assembly General Secretary Oversight Group  |
| Rationale & Findings Summary         | <p>As part of the conversation in preparation for interviewing General Secretary applicants all members of the nomination committee agreed to propose the establishment of a General Secretary oversight group for the incoming General Secretary. This was agreed to before we interviewed any of the applicants for the role.</p> <p>The establishment of an oversight group will provide a consistent place for the General Secretary to develop key objectives for the forthcoming year, seek feedback and be supported.</p> <p>The oversight group would also undertake the annual appraisal of the General Secretary and report to the ASC.</p> |
| Attachments                          | Terms of Reference for Assembly General Secretary oversight group   |
| Recommendations                      | <ol style="list-style-type: none"><li>i. That the report be received</li><li>ii. That an Assembly General Secretary Oversight group be established and the Terms of Reference for the Assembly General Secretary Oversight Group be adopted</li><li>iii. That the President be requested to bring nominations for the Assembly General Secretary Oversight Group to the August ASC</li></ol>  |
| Submitted by                         | Sharon Hollis, President<br><a href="mailto:president@nat.uca.org.au">president@nat.uca.org.au</a><br>0439 396 577  |

## TERMS OF REFERENCE FOR THE ASSEMBLY GENERAL SECRETARY OVERSIGHT GROUP

### 1. TITLE

The name of the Committee shall be Assembly General Secretary Oversight Group.

### 2. PURPOSE

To oversee the accountability of the General Secretary to the Assembly

### 3. MEMBERSHIP

#### 3.1 A ***Convenor*** appointed by the Assembly Standing Committee

- For a three-year term (with the possibility of up to two further terms at the discretion of the Standing Committee).

#### 3.2 At least three additional the ***Members*** appointed by the Assembly Standing Committee

- With each appointed for a three-year term (subject to rolling membership in the first 3 years).
- Members may be appointed for up to two further terms at the discretion of the Assembly Standing Committee.
- At least member be a member of the Assembly Standing Committee

#### 3.3 Gifts, skills and graces of members:

- Awareness of the life of the UCA
- An understanding of the responsibilities of the Assembly
- Understanding of the demands of a senior management position;
- Pastoral listening skills; and
- Capacity to affirm, challenge, encourage and reassure as necessary.

### 4. ROLES AND RESPONSIBILITIES

4.1 To assist the General Secretary with setting key objectives for each calendar year.

4.2 To conduct an end of year review, measuring performance against key objectives set for the twelve month plan; and

4.3 To review progress and give pastoral support to the General Secretary.

### 5. OPERATIONAL PROCESS

5.1 The Committee to meet at least three times a year with the General Secretary and, as necessary, separately from the General Secretary.

5.2 To undertake an annual assessment of the General Secretary using a formal appraisal tool, augmented by conversations and to conduct any assessment required when the General Secretary seeks an extension of placement.

### 6. ACCOUNTABILITY AND REPORTING

- 6.1 The Committee is a sub-committee of, and accountable to, the Assembly Standing Committee.
- 6.2 The Committee is to report to the March meeting of the Assembly Standing Committee and at other times as necessary. This report will include a summary of the annual appraisal process.

7. MEETINGS

The Committee should meet at least three times a year.

8. EVALUATION AND REVIEW

These Terms of Reference should be reviewed after three years of operation (approx. March 2027) to assess their effectiveness in achieving the desired outcomes identified in the PURPOSE above.