



# UnitingWorld

connecting communities for life

## **Relief and Development Unit National Committee**

If you:

- are enthusiastic about the Uniting Church's support for overseas partners in undertaking relief and development and
- have governance experience or significant operational experience particularly in the areas of relief and development, international relations, human relations, law, fundraising or government relations or
- have experience in other areas relating to relief and development and
- are able to commit to active governance involvement on the National Committee (visit website for position description)

we would like to hear from you.

The National Committee is seeking people to nominate to the Assembly Standing Committee to fill vacancies as they arise. If you know of people who could be suitable to serve on the National Committee, please forward this to them.

For further information and a copy of the nomination form visit the UnitingWorld website at <http://www.unitingworld.org.au/participate/positions-vacant/> or or by contacting Jade Lor-Chan by email at [jadelc@unitingworld.org.au](mailto:jadelc@unitingworld.org.au) or on (02) 8267 4267.

Nominations are to be sent to Jade Lor-Chan by email [jadelc@unitingworld.org.au](mailto:jadelc@unitingworld.org.au) or post to UnitingWorld, PO Box A2266, Sydney South NSW 1235.

## **PART 1: Role and Responsibilities of the National Committee**

### **1.1 Governance**

Governance is the framework of rules, relationships, systems and processes within and by which authority is exercised and controlled. It encompasses the mechanisms by which organisations and those in control are held to account. Governance influences how the objectives of the organisation are set and achieved, how risk is monitored and assessed, and how performance is optimised.

The National Committee governs the Unit on behalf of the Assembly, which is a representative council elected by other councils of the church to represent the membership of the UCA. The role of the National Committee is to govern the Unit rather than manage it. The National Committee defines the strategic outcomes, ensures adequate resources are available, monitors progress and holds management accountable. It is the role of the Director and senior staff to manage the Unit and deliver the strategic outcomes in accordance with the direction of the National Committee.

“Governance” is about *performance* and *conformance*. In terms of *performance* the National Committee is responsible for monitoring the Unit’s progress and ensuring that the Unit achieves its key strategic outcomes. In terms of *conformance* the National Committee is responsible for ensuring that the Unit has policies, structures and processes in place, adopts sound financial practices and remains financially viable, has sound management practices, and is in compliance with all legal and statutory obligations and ethical principles.

In general, the National Committee is responsible for, and has the authority to determine, all matters relating to the policies, practices and operations of the Unit. It is required to do all things that are necessary to be done, in order to carry out the objectives of the Unit. The National Committee has the final responsibility for the successful operations of the Unit. Without intending to limit the role of the National Committee, the principal functions and responsibilities include:

- acting with duty of care and in good faith, and avoiding conflicts of interest;
- ensuring that adequate resources are always available to carry out the Unit’s purpose;
- being accountable to the Assembly of the UCA (and through the Assembly to the members of the UCA), donors, beneficiaries and other stakeholders;
- being transparent in all processes and actions;
- approving and monitoring programs and services;
- ensuring that good internal governance and management practices are in place;
- contributing actively in giving firm strategic direction to the Unit, determining policies, defining goals, setting targets (short and long-term) and evaluating performance against set targets;

- establishing and determining the powers and functions of the Committees of the National Committee;
- approving the delegations and limitations for the Unit, its Committees, and its office bearers;
- participating in the appointment process for the Director;
- approving, reviewing and overseeing the implementation of the Strategic Plan;
- recommending approval of the annual budget;
- approving all items of expenditure outside the Director’s delegation limit;
- overseeing risk management; and
- reviewing the annual progress and performance of the Unit in meeting its objectives, including reporting the outcomes of such reviews.

## **1.2 Powers and Delegations**

The powers and duties of the National Committee are set out in the Mandate for the Unit.

Subject to law and any provisions set out in the Regulations of the Uniting Church and the Mandate, the National Committee has general control of the administration, property and funds of the Unit.

In practice, the National Committee delegates many of its powers and authorities to enable the Unit to effectively and efficiently carry out its business. The specific delegations are shown in Section 4 of the Governance Manual. The National Committee will carry out its activities through the Director by delegating specific powers and responsibilities as contained in “Role of the Director” (below). Exceptions to these delegations, whereby the National Committee reserves its powers, include decisions relating to:

- acquiring, selling or otherwise disposing of property of the Unit;
- founding, dissolving or relocating branches and offices;
- restructuring the Unit;
- approving and/or altering the budget;
- approving and/or altering the Strategic Plan; and
- establishing strategic alliances or partnerships.

In cases where urgent action needs to be taken in relation to emergencies and projects and there is no other delegated authority, a decision may be made jointly by the Director, the Chairperson of the National Committee and the Chairperson of the International Program Committee (IPC) and reported to the National Committee.

## **1.3 National Committee Structure**

Members of the National Committee are appointed and shall serve under the terms contained in the Mandate (Appendix A) and the document “Governance and Organisational Matters” (Appendix B). Appendix B covers items such as the “Remuneration of Members of the National Committee” and “Conflict of Interest”.

In accordance with the Mandate, the National Committee shall comprise no more than fourteen individual Members, including:

- no more than twelve persons appointed by the Standing Committee of the Assembly of the UCA;
- the Director of the Unit; and
- the General Secretary of the UCA Assembly or his/her nominee.

Members of the National Committee are elected by the Assembly Standing Committee (ASC) at its first meeting after each three-yearly meeting of the Assembly.

The National Committee elects a Chairperson for a term of three years from among its Members at the first National Committee meeting after the appointment of members by the ASC. At each Annual General Meeting, the National Committee appoints a Deputy Chairperson, Secretary and Treasurer for a period of one year.

The National Committee will seek to have a committee and working group structure that is as simple as possible to achieve good governance.

#### **1.4 Qualities and Skills Required on the National Committee**

Members of the National Committee have a range of skills and management experience, and will be encouraged to further develop their skills and experience. It is desirable for Members to:

- have the ability to listen, analyse, think clearly and creatively, lead, communicate effectively, and work well with individuals and groups;
- have a willingness to ask questions, take responsibility for and follow through on a given assignment, advocate for the Unit, open doors in the church and community, evaluate oneself and be the subject of evaluation, develop skills such as in public relations, cultivating and recruiting committee Members and other volunteers, reading and understanding financial statements, and in learning more about the programs of the Unit;
- possess Christian faith and active church membership, knowledge of the Uniting Church in Australia, honesty, sensitivity to and tolerance of differing views; a friendly, responsive and patient approach; personal integrity; a developed sense of values; commitment to the development of the Unit; and
- have a blend of relevant expertise in international development, advocacy, finance, governance, law, risk management and compliance, communication, fundraising, public relations, theological reflection, organisational development, human resources, partner or government relations, strategic planning and project management.

#### **1.5 Members' Code of Conduct**

In accordance with legal requirements and agreed ethical standards, Members of the

National Committee will:

- owe a fiduciary duty to the Unit as a whole;
- use the powers of office for a good purpose;
- discharge their duties in good faith and honestly;
- demonstrate commercial reasonableness in their decisions;
- act for the benefit of the Unit;
- not take improper advantage of the position of being a Member of the National Committee;
- not allow personal interests, or the interest of any associated person, to conflict with the interests of the Unit;
- make reasonable enquiries to ensure that the Unit is operating efficiently;
- undertake diligent analysis of all proposals placed before the National Committee;
- not engage in conduct likely to bring discredit upon the Unit; and
- have read and agreed to uphold the ACFID Code of Conduct to which the Unit is a signatory.

Members of the National Committee are also subject to the Code of Conduct for Staff and Voluntary Workers in Section 6 of the Governance Manual.

## **1.6 Induction of Members of the National Committee**

As part of their induction, all Members will be provided with copies of:

- the Mandate (Appendix A) and the attached Appendix B on “Governance and other Organisational Matters”;
- this Governance Document and the Unit’s full Governance Manual;
- the most recent Annual Report of the Unit;
- a summary of the Unit’s International program (listing all projects and partners); and
- recent Appeals and Newsletters.

In addition to this documentation, incoming Members will have access to all of the Unit’s financial information. The Director will arrange a briefing and provide additional information as part of the induction and orientation of incoming Members to the work of the National Committee.

## **1.7 Expectations of Members in the National Committee Process**

A Member shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings at all meetings of the National Committee and its Committees.

Members are expected to be forthright in meetings and have a duty to question, request information, raise an issue, fully canvas all aspects of any issue confronting the Unit, and participate in the decision making process on any resolution according to their

understanding.

Members will keep National Committee discussions confidential. However in accordance with normal UCA practice the minutes of all decisions and related information (except those in closed meetings in special circumstances) will be available to members, members-in-association and adherents of the UCA. Such information will also be available to supporters and donors, on request.

Similarly, all confidential information received by a Member of the National Committee in the course of the exercise of the Member's duties remains the property of the Unit. It is improper to disclose confidential information, or allow it to be disclosed, unless the disclosure has been authorised by the person from whom the information is provided, or is required by law.

Members of the National Committee have an obligation to actively and fully support the Unit, its operations, and its staff. It is expected that the Members will promote the Unit and its objects to the church and to the community at large with a view to securing further church, community and financial support.

### **1.8 Access to information by a Member of the National Committee**

Members of the National Committee will adhere to the following protocol when seeking information:

- approach the Director to request the required information;
- if the information is not forthcoming, approach the Chairperson;
- if the information is still not forthcoming, write a letter to all the National Committee Members, detailing the information required, purpose of the information, and who the Member intends to approach in order to obtain the information; and
- as a last resort, refer the matter to the General Secretary of the Assembly of the Uniting Church in Australia.

### **1.9 Emergency Contact Procedures**

As there is the occasional need for urgent decisions, Members of the National Committee should leave with the Unit their contact details, either for themselves or for a person who knows their location, so that all Members can be contacted within 24 hours.

## **Application Form – UnitingWorld Relief and Development Unit National Committee**

1. Full name
2. Contact Details
3. Brief statement of experience in relation to NC membership criteria (drawn from Governance Manual)
  - have the ability to listen, analyse, think clearly and creatively, lead, communicate effectively, and work well with individuals and groups;
  - have a willingness to ask questions, take responsibility for and follow through on a given assignment, advocate for the Unit, open doors in the church and community, evaluate oneself and be the subject of evaluation, develop skills such as in public relations, cultivating and recruiting committee Members and other volunteers, reading and understanding financial statements, and in learning more about the programs of the Unit;
  - possess Christian faith and active church membership, knowledge of the Uniting Church in Australia, honesty, sensitivity to and tolerance of differing views; a friendly, responsive and patient approach; personal integrity; a developed sense of values; commitment to the development of the Unit; and
  - have a blend of relevant expertise in international development, advocacy, finance, governance, law, risk management and compliance, communication, fundraising, public relations, theological reflection, organisational development, human resources, partner or government relations, strategic planning and project management.
4. Relationship with Uniting Church
5. Two referees including minister of congregation

Signature

Date

### **Process for Nomination to Assembly Standing Committee (ASC)**

1. People are nominated or nominate themselves to the Director.
2. The National Committee Chairperson and Director shortlist.
3. The National Committee Chairperson or Director and/or National Committee member interview (depending on the need).
4. The National Committee Chairperson and Director nominate to the Governance and Compliance Committee (GCC) of the National Committee.
5. The GCC consults the National Committee (may be done by email – to elicit any concerns).
6. The Director nominates to the ASC.