

## *Administration Committee*

### **Membership Summary**

This document describes the skills mix of the Administration Committee members. It should be used to aid appointment of new members, by showing at a glance what skills exist within current membership compared to the full set of required skills for the Committee to operate effectively. It also helps new members to quickly understand the expertise of existing members.

The Committee has an operational and practical focus, and therefore while it needs a mixture of individuals they should all have the spiritual gift of Serving (Romans 12:6-8) and Administration (1 Corinthians 12:28) and all should be people of mature faith (Exodus 18:21).

The Terms of Reference has a full description of the role of the Committee.

Name	Original appointment date	Areas of expertise							
		Property maintenance	Property development	Legal compliance: Occupational Health and Safety	Legal compliance: privacy law & police checks	Audio-Visual Technology	Information Technology	Policy development	Project management
[name 1]									
[name 2]									
[name 3]									
[name 4]									
[name 5]									
Etc...									

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Administration Committee members