

Terms of Reference

Administration Committee

Background	<p>In late 2016 the Council determined to devote the greater part of its time to the spiritual oversight of the church. This was achieved by delegating the more operational activities of the congregation to an Administration Committee.</p> <p>This Committee was created out of the work of the Jethro Project, and was formally established in October 2017.</p>
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Responsibility	<p>The Council holds all governance authority at Coromandel Valley Uniting Church. Therefore, the Administration Committee is formed to attend to Council responsibilities, as delegated by Council. The Committee has no authority of its own apart from that delegated from Council.</p> <p>Governance delegation The Committee is an operational arm of Council, given responsibility for:</p> <ul style="list-style-type: none">• Ensuring the routine maintenance of church property and assets, within the delegated budget. Unexpected once-off repairs, ad-hoc maintenance or maintenance requiring expenditure above the delegated budget should be referred to Council for direction and/or additional budget delegation.• Investigation into potential future development of church property, referring to any plans or scope agreed to by Council.• Oversight of all church-run activities and special events for the purpose of ensuring their legislative compliance, including the obligations of occupational health and safety legislation, privacy law, police checks, and that they are run in accordance with the Uniting Church Duty of Care Policy.• Oversight of the technical requirements of the church office, church-run activities and special events, for the purpose of ensuring that IT and communication facilities exist and are maintained to enable the routine operations of the church to proceed efficiently and effectively.• Developing policies and procedures related to the practical operation of the responsibilities under their delegation.• Other matters delegated from Council from time to time. <p>Financial delegation Council have delegated authority to the Committee to spend church funds on repairs and routine operational matters within the annual budget delegated by Council.</p> <p>As with all church activities, expenditure will be monitored by the Finance Committee.</p> <p>All approved expenditure must be noted in the minutes of meetings and by that mechanism reported to Council.</p>
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Matters requiring expenditure that are once-off or novel should be referred to Council. The Chair must provide justification for the expense, estimation of the total cost and, at their discretion, a minimum of two quotes.

Limits of all delegations

The purpose of the Committee is to facilitate matters of which Council are already aware that require practical outworking (including the need for unscheduled maintenance and repairs on existing assets). Issues that must be referred back to Council include those requiring expenditure above the financial delegation, involving issues that are new, novel or likely to set a significant precedent. In such a case, Council may simply delegate the Committee to manage the issue, or may progress the issue through some other means.

Appointment

Members are appointed by Council. The congregation will be given a call for nominations. Council may also directly approach potential members inviting their nomination.

The appointment process is typically undertaken by a working party of three Council members, who will consider nominations based on spiritual gifting, maturity and the skill mix required, as well as a demographic balance that is representative of the congregation.

Appointment is for two years.

There is no maximum number of terms for members; the Chair would normally serve a maximum of three terms of two years, but from time to time by consensus of the Committee and with endorsement from Council they may be asked to continue beyond this.

An individual appointment may be rescinded by Council in the event an individual member is considered unsuited for any reason or not committed to the efficient and effective operation of the committee (by reason of attending less than 50% of meetings in a calendar year or consistent failure to progress agreed actions). In such case a recommendation can be made to Council, jointly from the Chair and the Council Representative, seeking that Council rescind the appointment. If the recommendation is approved, the Chair of Council and the Chair of the Committee must meet with the individual to explain the decision. The principles of natural justice and procedural fairness apply. If the recommendation is refused, Council should advise the Committee on how to manage their concerns with the individual and actively support the Chair in facilitating this.

Roles

All committee members contribute their experience and expertise to provide advice on agenda items. To ensure the smooth running of the Committee there are three designated roles; Council Representative, Chair and Secretary.

The **Council Representative** is responsible for:

- Being one of the three members of the Council working party to appoint Committee members.
- Reporting to Council by providing minutes and speaking to any Council agenda item that relates to work of the Administration Committee.

The Administration Committee shall appoint two positions by majority vote: Chair and Secretary.

The **Chair** has three responsibilities:

- drawing up and circulating the agenda
- circulating the minutes and seek approval of the same
- ensure that the meeting follows the agenda and all discussion items end with a decision, action or definite outcome

If the designated Chair is not able to attend a meeting, they will be responsible for nominating an Acting Chair. This is not an ongoing role - the individual will conduct that meeting only. They are responsible for informing the Chair of the salient points/decisions raised or agreed to at that meeting, and for the review, approval and distribution of the minutes.

The **Secretary** is responsible for taking notes of the meeting and preparing the minutes for approval by the Administration Committee. Minutes list agenda items, note whether they were discussed or deferred, and if discussed record the decision or outcome agreed to. They need not record the discussion itself.

Membership

Members

The committee consists of up to eight individuals with experience in the areas of its responsibility. Membership shall include one member of Council.

There should be at least one member with experience in each of the areas of Responsibility mentioned above.

Members are required to attend at least half the meetings held in a calendar year to avoid their membership being reviewed.

Proxies may be allowed on an exceptional basis with the prior approval of the Chair.

Attendees

The Chair may invite guest speakers or temporarily co-opt individuals with specific experience, as needed. These individuals are not members.

- Attendees provide advice or expertise in an area where the committee considers it has a lack of expertise or could benefit from a wider breadth of experience.
- The presence of these non-members should be noted in the agenda and minutes.
- Non-members only attend the meeting for the duration of the agenda item with which they are concerned.
- Attendees may not be involved in decision-making and have no voting rights (they are typically not present while the committee deliberates and makes decisions).
- The Chair may, as considered necessary by their sole discretion, invite church staff to attend for the purpose of reporting or providing advice.

Decision making

The Committee will consider the following key stakeholders when making decisions, and seek their advice/input about decisions that affect them especially:

- Church staff
- Portfolio leaders
- Leaders of special events

Conflict of interest

Committee members have been entrusted to their role by Council and to work for the benefit of the congregation. They must ensure that they do not gain personal benefit from their position.

A conflict of interest occurs when an individual's personal interest conflicts with their responsibility to act in the best interests of Council and the congregation.

Effective committees make good decisions by comparing the range of options available to them. If members allow factors such as their own interests to influence their decision-making, they may make decisions that are not in the best interests of the Committee, of Council or the congregation, and may be contrary to law.

Personal interests include direct interests as well as those of family, friends or other organisations a person may be involved with or have an interest in. It also includes a conflict between their duty to the Council and another duty (for example outside the church). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

If a member has personal interests in any of the decisions that they are part of, they must declare their interests and withdraw from the decision-making process. This should be recorded in the minutes.

The members must abide by the Uniting Church Code of Ethics.

Meetings

The Administration Committee will meet normally once per month and usually no less than ten times each calendar year.

A quorum of at least half of the members is required for the meeting to proceed.

Decisions will be made by consensus wherever possible. If consensus can't be reached the Chair may defer the matter to seek further advice and/or determine that a vote will be held; in the case of a vote, at least half of the members present must agree before a decision is made.

Communication	<p>As the Committee is an operational arm of Council, all communications about its activities shall be communicated with the congregation and others by Council.</p> <p>The Sunday newsletter, and other relevant communication mechanisms, should have a regular spot letting the congregation know how to contact the Committee (for instance, to report maintenance issues).</p> <p>The Committee will have dedicated email addresses for the Chair and the Secretary, under the domain of CVUC.</p>
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Agenda	<p>The format of the agenda shall be worked out by the chair and secretary of the committee with suggestions made available for guidance.</p> <p>All agenda items shall be forwarded to the Chair seven days prior to the next scheduled meeting.</p> <p>The agenda, with attached meeting papers, will be distributed at least three working days prior to the next scheduled meeting.</p> <p>The Chair forms the agenda in consultation with Council, Committee members, and considering issues referred by the Congregation Chair. Members may raise items under 'Other Business' if necessary and as time permits.</p>
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Minutes	<p>The format of the minutes shall be worked out by the chair and secretary of the committee with suggestions made available for guidance.</p> <p>Minutes to be approved by the Administration Committee within five days of the meeting.</p> <p>From time to time it may be necessary, due to the immediacy of the issue, for a decision to be made outside of a meeting. In this case the Chair will make the decision, immediately notify the Council Representative, and report the decision at the next meeting where it will be recorded in the minutes.</p> <p>The Council Representative shall provide a copy of the minutes to Council, to be tabled at their meeting.</p> <p>The minutes are to be available to the congregation within 7 days of the meeting by membership login to the church website.</p>
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Review	<p>These Terms of Reference are set by Council. They will be reviewed twice a year for the first year and then annually each October.</p>
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Approval	<p>These Terms of Reference were approved by Council on 17 October 2017.</p>
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