

## HISTORICAL REFERENCE COMMITTEE - MANDATE

**Responsible to:** The Assembly

**Reporting arrangements:** The Assembly and the Standing Committee.

**Mission Statement:** To advise the Assembly and the Standing Committee on historical and archival matters of significance to the Church.

**Mandate:**

1. To oversee the care and collection of all records of the Assembly and Assembly Agencies;
2. To co-ordinate the cataloguing of Assembly archival material;
3. To circulate advice throughout the Church on appropriate methods of keeping records, in the light of modern archival techniques;
4. To negotiate terms of access, care and preservation of Assembly and Assembly agency records with any approved repositories;
5. To consult with Synods:
  - on the designation of buildings and sites of national importance to the Church, and advise on relationships with conservation bodies;
  - on the collection, maintenance and cataloguing of records;
  - on the appropriate policies regarding matters of historical importance;
6. To foster interest in the Church's heritage, and encourage research and publication on the history of the Uniting Church in Australia and its parent churches;
7. To draw attention to significant dates, events and people in the history of the Church and its parent churches, so that appropriate resources can be provided;
8. To negotiate with appropriate bodies on the funding of historical activities and conservation.

**General:** The responsibilities include:

- focusing the activities of the agency on the vision of the Assembly as a whole;
- advising the Assembly and/or the Standing Committee on policy matters within their area of responsibility;
- making policy decisions where the Assembly or the Standing Committee has delegated authority for certain policy areas, either through the agency mandate or by resolution;
- assisting the Assembly Archivist and any other agency staff in the implementation of policies determined by the Assembly and/or the Standing Committee;
- ensuring that appropriate pastoral support is offered to agency staff members;
- participating in cross-agency projects and teams established by the Assembly.

**Power to appoint:**

- To establish working groups for special tasks related specifically to the mandate.
- To make recommendations to the Standing Committee to establish other working groups for special tasks related to but not part of the mandate.

**Membership of the Reference Committee:**

**Chairperson, from the Synod of New South Wales and the ACT area (appointed by the Assembly);**

- the appointed archivist of each Synod or another person appointed by the Synod;
- five persons from the Synod of New South Wales and the ACT area, of whom one will be designated as Assembly archivist, appointed by Standing Committee; these five persons and the chairperson comprise the Executive of the Reference Group;
- power to co-opt up to two additional persons to ensure appropriate competencies, representation and development of new leadership.

*Approved by the Assembly Standing Committee March 2009*