

TERMS OF REFERENCE FOR THE REFERENCE GROUP FOR THE POSITION OF ASSOCIATE GENERAL SECRETARY

Created to address the proposal arising from the review of the Associate General Secretary that a small group be established to support the work and role of the Associate General Secretary (ASC Minute 14.11.05)

Primary Purpose

A Reference Group for the position of Associate General Secretary, which will

- provide a mechanism to strengthen the accountability and performance of the Associate General Secretary in their leadership of a mandated area of work within the Assembly, Uniting Faith and Discipleship
- provide support to the Associate General Secretary in the management of the diverse functions of the role
- strengthen the functions of the Associate General Secretary in the areas of change management, staffing and organization where the Associate General Secretary provides advice to the General Secretary (as described in the Associate General Secretary's Position Description)

Membership

Membership will comprise a Convener and up to four members, one of whom will be appointed by the Standing Committee and the balance by the General Secretary

Members will have gifts, skills or experience in the following areas:

- the leadership and management of senior staff teams (relating to Position Description Basic Purpose 1, major responsibilities 2a and 3b)
- the Uniting Faith and Discipleship Mandate
- change management in the context of the church as council and as an organization (relating to Position Description Basic Purpose 2 and 3)
- the understanding and management of complex cultures particular to religious organizations (relating to Position Description Basic Purpose 2 and 3)
- theological reflection, with the capacity to assist the Associate in theological reflection upon the role

Ways of working

The Reference Group will

- be accountable to the General Secretary
- meet regularly with the Associate General Secretary by any means deemed appropriate by the Convener, including video, phone or face to face
- work closely with the Associate General Secretary's position description
- take part in the annual performance appraisal of the Associate General Secretary, with the participation of the Convener or another member
- take part of the five yearly review of placement, with the participation of the Convener or another member

Review

The General Secretary, in consultation with the Associate General Secretary, will bring a report on the usefulness of the group and any recommendations for change to the July 2016 meeting of the ASC.

Approved by the Assembly Standing Committee, July 2014