

6.3 GENERAL SECRETARY (Regs 3.4.32 & 3.5.18-23)

ROLE OF THE GENERAL SECRETARY

- 6.3.1 The General Secretary is the chief executive officer of the Synod and Presbytery and the head of the Church Office.
- 6.3.2 The General Secretary will provide visionary and faith leadership to the Church in Western Australia by:
- (a) undertaking the duties and responsibilities of Secretary of the Synod and of Secretary of the Presbytery as specified in the Regulations;
 - (b) being responsible for the implementation of the policies and plans of the Synod and the Presbytery through the various boards, councils, commissions, committees and working groups and through its agencies and instrumentalities;
 - (c) managing the Church Office and its staff on a day-to-day basis.
- 6.3.3 In addition to the duties listed under Reg. 3.5.23, the General Secretary shall:
- (a) arrange for provision of advice to the Moderator and to the members of the Synod, the Presbytery and the General Council with respect to the Regulations, By-Laws and Rules of the Church as may be necessary for the good ordering of the life of the Church and the conduct of business in the councils of the Church;
 - (b) be the Convener of the Business Committee and in consultation with that Committee co-ordinate the arrangements for and the business of the Synod and Presbytery meetings;
 - (c) be the Secretary of the General Council and as such prepare the agenda and arrange for the presentation of reports and recommendations to the General Council as necessary;
 - (d) be the Secretary of the Standing Committee and as such prepare the agenda and arrange for the presentation of reports and recommendations to the Standing Committee as necessary;
 - (e) be the Synod Property Officer and as such undertake the duties and responsibilities of the Synod Property Officer as specified in the Act and the Regulations;
 - (f) exercise operational leadership and be the accountable person for the activities of the Church Office staff;
 - (g) manage the processes to maintain communications and co-ordinate activities among the Church Office staff;
 - (h) have the right to attend and participate in the meetings any of the boards, councils, commissions, committees and working groups of the Presbytery and Synod;
 - (i) keep the Moderator, the Synod, the Presbytery and the General Council informed on matters affecting, or likely to affect, the Church at the earliest possible opportunity; and

- (j) counsel ministers, congregations, agencies and instrumentalities on administrative matters.

APPOINTMENT OF THE GENERAL SECRETARY

- 6.3.4 (a) The appointment of the General Secretary shall follow the procedures for the appointment of Church Office Staff (see 6.4 below) save that the appointment of the General Secretary shall only be made by an ordinary or special meeting of the Synod.
- (b) Should a vacancy occur in the office of General Secretary, the General Council will recommend to the Standing Committee a person for appointment as Acting General Secretary with all the powers and responsibilities of the General Secretary to hold office until a General Secretary is appointed in accordance with 6.3.4 (a) above.
- (c) Should the General Secretary, in the determination of the General Council, be temporarily unable for any reason to undertake the responsibilities or functions of office, the General Council may appoint an Acting General Secretary with all the powers and responsibilities of the General Secretary on such terms as it thinks fit.

TERMS OF APPOINTMENT

- 6.3.5 The General Secretary of Synod shall be a full-time position. The term of office shall be in accordance with Regulation 3.5.19. The Synod shall determine and review the remuneration, allowances and other provisions for the General Secretary from time to time.

OPERATIONAL RESPONSIBILITY

- 6.3.6 The General Secretary is accountable to the Church through the General Council for fulfilling the duties, functions and responsibilities of the office.
- 6.3.7 The General Secretary will:
- (a) attend all meetings of the Synod, the Presbytery and the General Council unless excused;
 - (b) submit to each meeting of the General Council a report on the implementation of the policies and strategies of the Church or the General Council and on the activities of the General Secretary and Church Office; and
 - (c) will retire from any meeting of the Synod, Presbytery or General Council for such time as matters concerning his or her own interests are under discussion.
- 6.3.8 The General Council will establish performance criteria for the General Secretary and ensure appropriate support and review processes are implemented.
- 6.3.9 The General Council will determine the limits of delegation of responsibility to the General Secretary, to be signed off by both the Moderator on behalf of the General Council and the General Secretary.