

## **S5.3 BUSINESS COMMITTEE**

### **NAME**

- S5.3.1 The name of the Committee is the "Business Committee", a committee serving both the Synod of Western Australia.

### **MEMBERSHIP**

- S5.3.2 The Business Committee will be appointed by the Synod at each ordinary meeting and will consist of:
- (a) the General Secretary as Convener;
  - (b) the Moderator and Moderator-Elect; and
  - (c) up to eight other persons.
- S5.3.3 The Committee may co-opt up to two further members to ensure balanced representation or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee.
- S5.3.4 The Committee may invite other members of the Church Office staff and other persons to assist them in fulfilling any part of their responsibilities.

### **PURPOSE**

- S5.3.5 The purpose of the Committee is to make the necessary arrangements and organise the business for meetings of the Synod.

### **RESPONSIBILITIES**

- S5.3.6 The responsibilities of the Committee are:
- (a) to make all the necessary arrangements for the meeting places of the Synod;
  - (b) to develop the Synod meeting programs and organise the agendas;
  - (c) to obtain reports from those bodies required to or desiring to report to the, to set the dates by which such reports are to be received, to ensure that such reports are in an appropriate form and to arrange for the printing of such reports and their distribution to the members of the Synod;
  - (d) to review all proposals to be brought before the Synod for determination, to provide advice on the appropriate form of and the wording of such proposals, to propose to the Synod for their determination the closing time for the receipt of proposals and to arrange for the printing of such proposals and their distribution to the members of the Synod;  
to provide advice to the Moderator, the General Secretary and any member of the Synod in regard to the presentation of business to the Synod or Presbytery and the procedures to be followed in dealing with the business of the Synod; and
  - (e) to appoint a Meeting Manager to facilitate the calling and ordering of the business during meetings of the Synod.

### **REPORTS**

- S5.3.6 The Committee will report to the Synod at the commencement of the business session, daily during extended meetings, and when requested by the Moderator.