

Secretary of the Presbytery of Western Australia



Uniting Church in Australia
Presbytery of Western Australia



The Secretary is elected by the Presbytery in session for a term of 2 years

1. Summary of the broad purpose of the position

The Secretary of the Presbytery of Western Australia (hereby referred to as 'the Presbytery') is to provide leadership and resourcing to the Presbytery, fulfilling the necessary regulatory, administrative, and operational responsibilities in order to ensure the successful life of the Presbytery and its Congregations in the areas of worship, witness and service.

2. Reporting and key working relationships

This role will report to the Presbytery of Western Australia and its Standing Committee and work closely with the Chair of Presbytery, the Presbytery Treasurer, and the Chairs of Presbytery committees.

3. Core Duties

- i. Call Presbytery meetings, prepare the agenda in consultation with the Presbytery Chair, ensure reports and proposals are made available to members in a timely manner, and ensure a record of all proceedings of the Presbytery are kept.
- ii. Call Presbytery Standing Committee meetings, prepare the agenda in consultation with the Presbytery Chair, ensure reports and proposals are made available to members in a timely manner, and ensure a record of all proceedings of the Presbytery Standing Committee are kept.
- iii. Attend to all correspondence on behalf of the Presbytery, including advising all affected parties of the decisions of the Presbytery or Presbytery Standing Committee.
- iv. Maintain and arrange safe storage of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other Presbytery officers or staff.
- v. Furnish information and reports to the Synod and Assembly and to other bodies as required.
- vi. Deal with property, disciplinary and other matters in accordance with Regulations.
- vii. Perform such other duties as may be assigned by the Presbytery or Presbytery Standing Committee.
- viii. Ensure that Presbytery Standing Committee are informed of exposure to risk, contingent liability, and possibility of legal action in accordance with the Regulations, By-Laws and Rules or as determined by the exercise of due diligence and professional standards expected of the position
- ix. Ensure that all Presbytery Commissions, Committees and Working Groups receive on time all documents and information required to conduct business
- x. Receive all minutes of Presbytery Commissions, Committees, Networks and Working Groups for presentation to Presbytery Standing Committee meetings.
- xi. Attend all meetings of Presbytery and Presbytery Standing Committee

This position is voluntary, but a small honorarium may be paid to cover expenses.