



## **S6.3 General Secretary By-Law**

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### **ROLE OF THE GENERAL SECRETARY**

- S6.3.1 The General Secretary is the Secretary of the Synod, and the chief executive officer of the Uniting Church Centre.
- S6.3.2 The General Secretary will provide a pastoral and advisory role to the Church in Western Australia by:
- (a) undertaking the duties and responsibilities of Secretary of the Synod as specified in Regulation (3.6.3.4) as follows;  
  
3.6.3.4
    - (a) The Secretary of the Synod shall be the executive officer of the Synod; with executive leadership, pastoral and advisory roles; and be responsible for:
      - (i) ensuring execution of Synod policy;
      - (ii) coordinating Synod activities;
      - (iii) overseeing the management of Synod staff;
      - (iv) acting as liaison officer of the Synod with the Presbyteries and other bodies within the bounds;
      - (v) providing all necessary reports and information as may be required by the Assembly; and
      - (vi) such other things as the Synod may require;
    - (b) the Secretary of the Synod is a member ex-officio of all Synod bodies.
  - (b) being responsible for the implementation of the policies and plans of the Synod through the various boards, councils, commissions, committees and working groups and through its church instrumentalities; and
  - (c) provide oversight of the Synod and Presbytery staff connected to the Uniting Church Centre on matters related to health and safety, property and building usage (including vehicles, office layout, furniture and equipment), human resources management, accounting operations, media and communications, legal compliance and related procedures and policies.

S6.3.3 In addition to the duties listed in the Regulations as the duties of the Secretary of the Synod, the General Secretary shall:

- (a) arrange for provision of advice to the Moderator and to the members of the Synod, all presbyteries, and the Synod Standing Committee with respect to the Constitution, Regulations, Basis of Union, Uniting Church in Australia Act 1976 (WA), 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 in Western Australia;
- (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 meetings;
- (c) be the Secretary of the Synod Standing Committee and prepare the agenda and arrange for the presentation of reports and recommendations to the Synod Standing Committee as necessary;
- (d) be responsible for management and operational leadership of the Church Centre staff and be the accountable person for the activities of the Church Centre staff;
- (e) manage the processes to maintain communications and co-ordinate activities among the Church Centre staff;
- (f) have the right to attend and participate in the meetings of any of the boards, councils, commissions, committees and working groups of the Synod;
- (g) keep the Moderator, the Synod, all presbyteries, and the Synod Standing Committee informed on matters affecting, or likely to affect, the Church in Australia in Western Australia at the earliest possible opportunity; and
- (h) counsel ministers, congregations, agencies and instrumentalities on administrative matters.

#### **APPOINTMENT OF THE GENERAL SECRETARY**

- S6.3.4 (a) The process for the appointment of the General Secretary shall be in accordance with Regulation (3.6.3.3) and
- (i) the Synod Standing Committee will appoint a Selection Committee consisting of a chairperson and four other persons of whom at least two shall be members of the Synod Standing Committee.
  - (ii) The Selection Committee prepares an information paper for the position, including the position description, working relationships, accountability and review procedures, provisions for pastoral and vocational support, terms of appointment and the proposed length of the appointment.
  - (iii) Once the documentation is finalised and approved by the Synod Standing Committee, expressions of interest for the position will be sought through advertising either within the Church or publicly, and the Selection Committee may invite persons considered suitable to apply.

- (iv) The Selection Committee will interview the applicants or a selection of the applicants.
  - (v) When the Selection Committee is agreed on a recommended applicant for the vacant position, it submits its nomination to an ordinary or special meeting of the Synod. The report should include appropriate supporting documentation (including a description of the processes followed, the relevant portions of the position description, and the ways in which the recommended person fulfils the requirements of the position). The Synod determines whether to make the appointment.
- (b) Should a vacancy occur in the office of General Secretary, the Synod Standing Committee will recommend a person for appointment as General Secretary with all the powers and responsibilities of the General Secretary to hold office until a General Secretary is appointed at the next ordinary meeting of the Synod.
  - (c) Should the General Secretary, in the determination of the Synod Standing Committee, be temporarily unable for any reason to undertake the responsibilities or functions of office, the Synod Standing Committee may appoint a General Secretary with all the powers and responsibilities of the General Secretary on such terms as it thinks fit until such time as the General Secretary is available to resume those duties or another General Secretary is elected.

#### **TERMS OF APPOINTMENT**

- S6.3.5 The General Secretary shall be a full-time position. The term of office shall be in accordance with the term provided in the Regulations for the term of office of the Secretary of the Synod. The Synod Standing Committee shall determine and review the remuneration, allowances and other provisions for the General Secretary from time to time.

#### **OPERATIONAL RESPONSIBILITY**

- S6.3.6 The General Secretary is accountable to the Church in Western Australia through the Synod Standing Committee for fulfilling the duties, functions and responsibilities of the office.
- S6.3.7 The General Secretary will:
- (a) attend all meetings of the Synod, and the Synod Standing Committee unless excused;
  - (b) submit to each meeting of the Synod Standing Committee a report on the implementation of the policies and strategies of the Church in Western Australia or the Synod Standing Committee and on the activities of the General Secretary and the Uniting Church Centre; and
  - (c) will retire from any meeting of the Synod, or Synod Standing Committee for such time as matters concerning his or her own interests are under discussion.

- S6.3.8 The Synod Standing Committee will establish performance criteria for the General Secretary and ensure appropriate support and review processes are implemented.
- S6.3.9 The Synod Standing Committee will determine the authorities and delegations of responsibilities to the General Secretary, to be signed off by both the Moderator on behalf of the Synod Standing Committee and the General Secretary.

#### **CONFLICT OF INTEREST**

- S6.3.10 Where the General Secretary has a conflict of interest in dealing with a matter, declared by the General Secretary or perceived by the Synod Standing Committee, including matters related to Part 5 of the Regulations, the Synod Standing Committee shall meet apart from the General Secretary and shall appoint a General Secretary for the matter concerned.

#### **ASSOCIATE GENERAL SECRETARY**

- S6.3.11 The Synod may appoint an Associate General Secretary to assist the role of the General Secretary.
- S6.3.12 The General Secretary may delegate responsibility and power to the Associate General Secretary. Such delegations:
  - (a) are to be written; and
  - (b) may enable ex-officio non-voting membership of any bodies of Synod.