



P4 Officers of the Presbytery

APPOINTMENT OF OFFICERS

- P4.1 The Presbytery shall appoint the following officers:
- (a) Chairperson;
 - (b) Secretary; and
 - (c) Treasurer.
- P4.2 Such officers shall fulfil the duties and responsibilities as required by the Regulations or as directed by the Presbytery or its Standing Committee.

THE CHAIRPERSON

- P4.3
- (a) The Chairperson of the Presbytery shall be appointed on an honorary basis for a term of two years and shall be eligible for appointment by the Presbytery for only one more consecutive two year term.
 - (b) The Chairperson shall be a confirmed member of the Church whose name is recorded on the roll of confirmed members of a Congregation within the bounds of the Presbytery.
 - (c) The Chairperson shall be elected by secret ballot at the ordinary meeting of the Presbytery prior to the Annual Meeting of the Presbytery at which the person will take office and will be designated as Chairperson-elect.
 - (d) Two months prior to the meeting of the Presbytery at which the Chairperson is to be elected, the Presbytery Standing Committee shall appoint a Chairperson Nominating Committee, consisting of one member of the Standing Committee and at least two other representative members of the Presbytery, to seek nominations from Presbytery members or Church Councils or from its own members for election as the Chairperson of the Presbytery.
 - (e) The Chairperson Nominating Committee shall submit one or more names for election as Chairperson of the Presbytery which shall be published at least seven days before the meeting at which the election is to take place.

The ballot paper shall also include an option “seek other candidates” for Presbytery members to indicate that none of the names put forward by the Chairperson Nominating Committee are supported.

- (f) No person shall be declared elected as Chairperson of the Presbytery unless that person has obtained a majority of the votes cast in the election. If there are more than two candidates for election, then the candidate with the lowest number of votes shall be eliminated and the election continue until one candidate has more than 50% of the votes cast in the election.
- (g) Should the Chairperson be temporarily unavailable to perform the duties of the office, the most recent past Chairperson available shall become acting Chairperson and exercise all the duties and responsibilities of the office until such time as they are resumed by the Chairperson. If no past Chairperson is available, then the Presbytery shall appoint any member of the Presbytery as acting Chairperson.

THE SECRETARY

- P4.4
- (a) The Secretary of the Presbytery shall be appointed on an honorary or a full or part-time stipendiary basis for such period up to five years as the Presbytery determines.
 - (b) The Secretary shall be a confirmed member of the Church whose name is recorded on the roll of confirmed members of a Congregation within the bounds of the Presbytery.
 - (c) When there is a vacancy or impending vacancy for the office of Secretary, the Standing Committee shall invite nominations or applications and fix a date by which nominations or applications shall be received.
 - (d) The Standing Committee shall review all nominations or applications received, seek references and conduct any interviews or other enquiries it deems necessary and then report to the Presbytery with the name of a nominee for appointment or another proposal for a way forward.
 - (e) No person shall be declared elected as Secretary of the Presbytery unless the appointment of the person nominated is approved by a Presbytery meeting.
 - (f) Should the Secretary be temporarily unable to perform the duties of the office or should the office of Secretary fall vacant, the Presbytery or its Standing Committee may appoint an acting Secretary who shall have full authority and responsibility to perform all the duties of the office until such time as the Secretary is available to resume those duties or another is elected.

TREASURER

- P4.5
- (a) The Treasurer of the Presbytery shall be appointed on an honorary basis for such period up to five years as the Presbytery determines.
 - (b) The Treasurer shall be a confirmed member of the Church whose name is recorded on the roll of confirmed members of a Congregation within the bounds of the Presbytery.
 - (c) If the Treasurer is not already a member of the Presbytery, then the Treasurer shall be co-opted as a member according to the provisions of Regulations 3.3.4 (f) (i) or (ii).
 - (d) When there is a vacancy or impending vacancy for the office of Treasurer, the Standing Committee shall invite nominations or applications and fix a date by which nominations or applications shall be received.
 - (e) The Standing Committee shall review all nominations or applications received, seek references and conduct any interviews or other enquiries it deems necessary and then report to the Presbytery with the name of a nominee for appointment or another proposal for a way forward.
 - (f) No person shall be declared elected as Treasurer of the Presbytery unless the appointment of the person nominated is approved by a Presbytery meeting.
 - (g) Should the Treasurer be temporarily unable to perform the duties of the office or should the office of Treasurer fall vacant, the Presbytery or its Standing Committee may appoint an acting Treasurer who shall have full authority and responsibility to perform all the duties of the office until such time as the Treasurer is available to resume those duties or another is elected.

CONFLICT OF INTEREST

- P4.6
- Where an Officer of the Presbytery has a conflict of interest in dealing with a matter, declared by the Officer or perceived by the Presbytery Standing Committee, including matters related to Part 5 of the Regulations, the Presbytery Standing Committee shall meet apart from the Officer involved and shall appoint a person to act in that office at its discretion until the matter concerned is resolved.