**STANDING COMMITTEE ON NOMINATIONS**

**Terms of Reference**

**1. NAME**

Standing Committee on Nominations, referred to as “the Committee”.

**2. RELATIONSHIP TO THE CHURCH**

The Committee is accountable to the General Church Board and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

The Committee shall

3.1 facilitate nominations to the governing bodies of the Church in close cooperation with the relevant bodies;

3.2 seek appropriate people with the relevant skills and experience from across the Church to serve on those bodies;

3.3 encourage cross-cultural and inter-generational participation in the mission and ministry of the Church and

3.4 carry out its duties during the synodical term and at the Convention of Synod as

provided for in the By-Laws of the Church, Section 7.4.

**4. AUTHORITY**

The Committee has no decision-making authority.

**5. MEMBERSHIP**

5.1 The Committee shall consist of seven [7] members:

5.1.1 one [1] pastor and five [5] lay voting members, appointed by the General Church Board; and

5.1.2 one [1] member of the General Church Board.

5.2 The Chairperson shall be appointed by the General Church Board from the membership of the Committee.

5.3 The Committee shall consist of people with a passion for ministry and mission.

5.4 The membership shall include a mix of backgrounds and perspectives, including representation from across the Church which, together with the relevant skills and experience, will enable the Committee to fulfil its role.

5.5 The term of appointment for all members will be for a Synodical term.

5.6 The Executive Officer of the Church shall be a consultant.

5.7 Other consultants may be appointed as required.

**6. MEETING ARRANGEMENTS AND REPORTING**

6.1 Meetings shall be convened by the Chairperson.

6.2 It is at the discretion of the Committee to meet face-to-face, by electronic means, or by other means of communication.

6.3 The minutes of the meetings of the Committee shall be submitted to the General Church Board.

**7. RESPONSIBILITIES**

7.1 The Committee shall

7.1.1 develop and implement processes that enable members of the Church to offer themselves for service on a board, council, commission or committee of the Church at any time;

7.1.2 develop a systematic approach to the retention and retrieval of the nominations received from members of the Church which can be accessed when needed;

7.1.3 liaise with the governing bodies to identify the skills, experience and competencies such bodies will need;

7.1.4 exercise discernment to identify membership needs and consider the availability of suitable personnel to meet such needs;

7.1.5 ensure that sufficient nominations are presented to fill all positions;

7.1.6 ensure that the consent of nominees has been received.

7.1.7 ensure that nominees are eligible for office and have completed the required Professional Standards training and checks or have made arrangements with their district Professional Standards Officer to do so;

7.1.8 ensure Referees are supplied and checked;

7.1.9 work with the appointing bodies to make recommendations for membership to the appropriate body;

7.1.10 supply to the delegates at the regular convention of General Synod a copy of relevant information regarding the nominees for the General Church Board; and

7.1.11 recommend to the General Church Board any policies and procedures to improve the identification and recruitment of suitable people to boards, councils, commissions and committees for good governance at all levels.

**8. REVIEW**

8.1 The Terms of Reference for the Committee shall be reviewed during each Synodical term.

8.2 Any changes to the Terms of Reference shall be approved by the General Church Board upon review by the Standing Committee on Constitutions.