



CHARTER: Business Committee

Mandate

The Business Committee supports the Treasurer and advises the Standing Committee in managing the business (including finance, property and staffing) affairs of the Presbytery, consistent with the Presbytery's Mission Plan and providing oversight of the business for all member congregations and faith communities

Responsibilities

Advise the Standing Committee and initiate proposals with respect to business matters and opportunities within the Presbytery and provide advice/commentary on such matters as may be referred by Standing Committee or by the Synod.

Subject to relevant Regulations, Synod By-Laws and directions of the Presbytery

Finance:

- Prepare a Budget and advise on impacts, under the direction of Standing Committee, to be submitted to Standing Committee in April, for the Presbytery's subsequent approval
- Advise the Standing Committee in the determination of levies/contributions
- Support the Synod (Uniting Resources) by providing guidance and oversight to congregations with respect to matters of compliance, insurance, reporting (e.g. UR2)
- Assess and monitor the Presbytery Risk Management Framework

Property:

- Assume the role of the Presbytery Property Committee (Regulation 4.3.1)
- Advise Church Councils and other bodies within the bounds of the Presbytery with respect to property matters for which they are responsible;
- Receive and consider applications from Church Councils and other bodies within the bounds of the Presbytery with respect to property matters as provided by the Regulations having regard to:
 - the mission of the Church within the bounds of the Presbytery,
 - the policies of the Synod and Presbytery,
 - financial feasibility,
 - design and location,
 - any other relevant matter;
- Submit proposals from any Church Council or other body within the bounds of the Presbytery to the Synod Property Board with recommendations for final decision, except as delegated to Presbytery Standing Committee;
- Initiate proposals with respect to property matters within the bounds of the Presbytery;
- Regularly inspect or arrange for the regular inspection of properties for which the Presbytery and Church Councils and other bodies within the bounds of the Presbytery are responsible and propose and report to Presbytery such action as may seem desirable to ensure that the properties are maintained in good and safe condition and are 'fit for purpose';

- Ensure that the properties for which the Presbytery is the Responsible Body are maintained, supervising the use of the properties and agreeing rental and such other terms and conditions of use as are deemed appropriate.

Staffing:

- Advise Standing Committee, as appropriate, regarding staffing and HR matters generally.
- Liaise with Uniting Resources on staffing matters.

Delegations

Do all things necessary for the effective and efficient undertaking of responsibilities, subject to the directions of the Presbytery, Presbytery Standing Committee and the delegations [limits to authority] as articulated in Regulations and By-Laws.

Appointment

- Members appointed every 18 months by the Presbytery
- Committee to comprise no fewer than five appointed members
- Additionally Treasurer and Presbytery Chairperson are ex-officio members of the Committee
- Committee Chair appointed by the members of the Committee (but not the Presbytery Chairperson)
- Committee may invite additional members where appropriate but invited members to always be fewer in number than appointed members
- Presbytery Standing Committee has the right to remove a member of the Committee at any time

Meetings

- To be held no less than quarterly
- Additional meetings may be convened by the Committee Chair according to need or if requested by two Committee members or the Chairperson of Presbytery
- Only Presbytery appointed members may vote
- Quorum shall be 50% of members plus one other member
- Minutes and Action Log to be prepared after every meeting
- Minutes to be presented to the next Standing Committee meeting and the next Presbytery Standing Committee after the Committee meeting
- Minutes to be available, on request to all members of Presbytery – subject to observance of any privacy or commercial interests

Process for Review

- Committee Charter and Delegations to be reviewed annually by the Committee and then submitted to Presbytery Standing Committee for ratification
- Presbytery Standing Committee has the right to amend the Charter and/or Delegations at any time
- Presbytery to be advised of any changes to the Charter and Delegations.