

Opportunities to Serve Hamilton Conference - The United Church of Canada

AGENDA & BUSINESS (A&B) COMMITTEE

Committee Mandate

To plan the agenda and facilitate the business and related activities of the Annual Meeting of Hamilton Conference.

The responsibilities of this committee are:

- to work with the Conference Executive Secretary and Staff to plan and implement the agenda of the Annual Meeting where delegates may fulfill the powers and duties outlined in *The Manual*
- to integrate and coordinate all elements of the Annual Meeting, including children and young teens, youth, worship, business of the Conference, local arrangements, and guests
- work with delegates, staff and resource people during the Annual Meeting, particularly supporting those providing leadership and support to the Annual Meeting (e.g. worship leaders, local arrangements, etc.)
- to manage the flow of the agenda at the Annual Meeting and respond to emergent business in consultation with the Executive Secretary
- to assess and take into consideration on-site logistics and past evaluations
- to document the planning of the Annual Meeting and evaluate all elements of the Annual Meeting
- to recommend a site and date for the next Annual Meeting

Reporting Relationship

The Chairperson will report on behalf of the Committee to the Executive of Hamilton Conference and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

Gifts, Skills and Experience Needed:

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the

polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

Sharing the duties of the Agenda & Business Committee.

Membership:

This committee will usually consist of seven members, including **Chairperson, Vice-chairperson, Assistant Treasurer of Conference, Registrar, and three Members-at-Large**. Staff Support will be provided by the **Executive Secretary**.

Expectations and Terms:

Committee members will usually serve a three year term, which may be renewed once. The committee will normally meet at the Conference Office at the call of the Chair, by conference call and email exchange. Committee members will attend the Annual Meeting.

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~ Recommendations by Screening Committee ~

The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.

Reviewed On: 11/28/03

Risk Assessment: LOW Risk

Appropriate Screening Steps:

- Because A&B is overall responsible for Youth Forum and CAYTS programmes, to ensure that screening continues for those leaders
- Assistant Treasurer for Annual Meeting also requires screening

Other Recommendations:

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