

Opportunities to Serve Hamilton Conference - The United Church of Canada

HUMAN RESOURCES COMMITTEE;

Committee Mandate

To prepare slates of nominees for the Annual Meeting of Hamilton Conference, seeking to match gifts, skills and experience with opportunities to serve.

The responsibilities of this committee are:

- to discern suitable, qualified candidates as nominees for the various Conference Committees
- to contact in person, by phone or email and follow-up with individuals who are considering serving as a volunteer on a Conference Committee. Names of nominees will not be brought before the Conference or its Executive without the written consent of the nominee.
- to present nominations to Conference Committees to the Annual Meeting of Hamilton Conference
- to present nominations to the Annual Meeting of Hamilton Conference as required for President, Representatives to the General Council Executive and Commissioners to General Council
- to present nominations to the Annual Meeting for appointments to Corporations and Boards within the bounds of Conference as required by their separate constitutions and/or by-laws
- to recommend to the Conference Executive persons to fill vacancies occurring during the Conference year
- when nominations are confirmed by the Conference or its Executive, the nominee and the appropriate committee will be notified by the Conference Office as regular correspondence from the Conference or Executive Meeting with copies to the Presbytery and congregation
- to ensure that letters of thanks from the President of Conference be sent to individuals completing their appointments or resigning, with copies to their Presbyteries and Congregations

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 have knowledge of various Conference committee positions and of how Conference works.

Committee members need good communication skills and the ability to maintain confidentiality, meet deadlines, discern gifts, and be sensitive and affirming of individual gifts.

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 Human Resources Committee.

Membership:

This committee will usually consist of thirteen members, including a **Chairperson, Vice-chairperson, Secretary, Representative of the General Council Nominations Committee, three Members-at-Large** and **one representative from each of the six Presbyteries**. Staff Support will be provided by the **Executive Secretary**.

Expectations and Terms:

Members will serve a three year term, which may be renewed once. The Committee will normally meet at least five times per year at the Conference Office, by conference call and email exchange.

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HUMAN RESOURCES

~ 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:

Risk Assessment: LOW Risk

Appropriate Screening Steps:

Other Recommendations: