



# Governance Recruitment & Selection

E/1.6

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## Purpose

The Uniting Church in Australia, Queensland Synod is committed to a recruitment and selection processes that ensures the appointment of appropriately skilled, qualified and motivated individuals who have the capacity and willingness to work within the values and the mission of the various governing bodies of the Queensland Synod.

This policy supports best practice recruitment and selection and seeks to:

1. attract, select and appoint people with the knowledge, skills, experience and qualifications required for the Synod Governing Bodies
2. assess a person's suitability for appointment in relation to their capabilities and gifts in alignment with the Regulations of the church, By-Laws of the Synod and Charters of the Synod Governing Bodies.
3. Attract people of diverse capabilities and characteristics to enable a diverse and inclusive membership of Synod governing bodies.

## Scope

- This policy applies to appointments for all persons to be engaged on one of the nominated Synod Governing Bodies.
- Compliance is achieved through adherence to the Principles.

## Policy

The following key principles guide the recruitment and selection processes for Synod Governing Bodies:

### 1. Synod Standing Committee

- 1.1. Paragraph 36 of The Uniting Church in Australia Constitution requires the Synod to appoint from among its members a Standing Committee which shall be empowered to act on behalf of the Synod between meetings of the Synod in respect of any of the responsibilities of the Synod except such as the Synod may determine.
- 1.2. By-Law Q2.2.8 provides for the Remuneration and Nomination Committee (RNC) to determine a nominations process for the election of persons as SSC elected members that facilitates the following objectives:
  - 1.2.1. continuity of appointment of SSC elected members who have the gifts, skills or experience in the SSC relevant competencies;
  - 1.2.2. fostering an appropriate mix of gifts, skills and experience in the SSC relevant competencies amongst SSC elected members.
- 1.3. The nomination process is to be underpinned by the following requirements (By-Law Q2.2.8(2)):
  - 1.3.1. each nominee for an SSC elected member position must submit to a self-evaluation process facilitated by the RNC, using pro-forma documentation prepared by the RNC, before being eligible for election as an SSC elected member at a Synod;



- 1.3.2. the suitability of each nominee for an SSC elected member position must be considered by the RNC, having regard to the nominee's gifts, skills or experience in the SSC relevant competencies.
    - 1.4. The nomination process must be published on the Queensland Synod's website and contain the following (By-Law Q2.2.9 to Q2.2.12):
      - 1.4.1. Nomination date
      - 1.4.2. Nomination for SSC elected member positions
      - 1.4.3. Profile about nominee
      - 1.4.4. Recommendation about nominee
2. **The Uniting Church in Australia Property Trust (Q.)**
  - 2.1. By-Law Q3.1.2.3 requires the Synod to elect and appoint members to the Property Trust in accordance with the Synod board and committee nomination policies and by-law Q2.7.8 (eligibility for office).
3. **Finance, Investment and Property Board**
  - 3.1. Regulation 4.2.1 requires each Synod to appoint a Property Board.
  - 3.2. Regulation 4.2.3 requires the Synod to determine the membership of the Synod Property Board.
4. **Board for Christian Formation**
  - 4.1. It is the responsibility of the Synod to appoint members of the council of any theological college for which the Synod has a responsibility (Regulation 3.1.5(i)(iv)).
  - 4.2. The Synod will appoint a Ministerial Education Board (in the case of the Queensland Synod, the Board for Christian Formation) (Regulation 3.1.5(i)(vi)).
5. **Advisory Committee on Ministerial Placements (The Placements Committee)**
  - 5.1. Regulation 3.7.4.2(a) states that The Placements Committee shall consist of:
    - 5.1.1. a chairperson, elected by each ordinary meeting of the Synod;
    - 5.1.2. the Secretary of Synod (or nominee);
    - 5.1.3. one or two persons, as determined by the Synod, appointed by each Presbytery;
    - 5.1.4. up to six persons elected by the Synod Standing Committee, after advice from the Placements Committee taking account of factors such as gender, age, ethnicity, rural/urban, specialist knowledge/experience and the
  - 5.2. By-Law Q3.3.1 outlines further detail on the composition of The Placements Committee.
6. **Other Governing Bodies**
  - 6.1. Paragraph 32 of The Uniting Church in Australia Constitution identifies that the Synod shall establish and maintain such boards, institutions, committees and agencies as are appropriate to the furtherance of its responsibilities.
7. All recruitment, selection and appointments will be made on the basis of consistent application of the governing rules and E/1.6.1 Governance Recruitment and Selection procedure in relation to:



- 7.1. Synod Standing Committee
- 7.2. Board for Christian Formation
- 7.3. Advisory Committee on Ministerial Placements
8. All recruitment, selection and appointments will be made on the basis of consistent application of this policy in relation to other governing bodies.
9. All recruitment and selection processes must be guided by the Privacy Policy (POL-0001) to ensure the integrity of the recruitment and selection process and all information relating to the appointment of governing body members conforms to the Privacy Act 1988.
10. Where an appointment of an individual represents an actual or perceived conflict of interest, such conflicts must be appropriately declared and managed in accordance with the Conflicts Policy (POL-0002).
11. The Governance Secretary and People and Culture will provide appropriate advice, training and support to individuals participating in governance recruitment and selection processes.

## Related documents

- The Uniting Church in Australia Constitution
- The Uniting Church in Australia Regulations
- The Queensland Synod By-Laws
- [POL-0001 Privacy Policy](#)
- [POL-0002 Conflicts Policy](#)
- E/1.6.1 Governance Recruitment and Selection Procedure

## Definitions

Term	Meaning
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church)	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none"><li>• within and in relation to the bounds of the Queensland Synod; and</li><li>• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod),</li></ul> under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .
Synod Governing Bodies	Boards and committees established under Paragraph 32 of the Constitution (responsibilities of the Synod) and which are listed below: <ul style="list-style-type: none"><li>• Synod Standing Committee</li><li>• The Uniting Church in Australia Property Trust (Q.)</li><li>• Finance, Investment and Property Board</li><li>• Board for Christian Formation</li><li>• Advisory Committee on Ministerial Placements</li><li>• Remuneration and Nomination Committee</li><li>• Audit and Risk Committee</li><li>• Uniting Education Schools and Residential Colleges Commission</li></ul>



## Revisions

Document number		E/1.6			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.03.2023	RNC Res 23.066	01.04.2023	People & Culture	Manager People & Culture
Next scheduled review		01.07.2025			