



INFORMATION PACK FOR GOVERNING BODIES

The Uniting Church in Australia, Presbytery and Synod of SA oversee some 45 governing bodies with a total membership of over 500 people. Within **Uniting Director** the term “governing body” is used to refer to a range of bodies including boards, councils, committees and a commission.

Uniting Church agencies, schools and other groups are always seeking people of suitable age, gender, skills and experience to serve on their governing bodies. These include church schools, a hospital, community service agencies, a residential tertiary college, plus a range of committees handling investment, stipends, property, pastoral care, history, discipline, strategic planning, counselling, ministerial education and other church related matters.

Organisations that register with **Uniting Director** will need to accept the Conditions, Privacy Policy and Disclaimer associated with the use of the **Uniting Director** database. These are as follows:

Conditions

Organisations that register with **Uniting Director** should ensure that the information provided by the organisation during registration is accurate. Once the application has been processed by the **Uniting Director** administrator, the organisation representative will be advised by email and will then be able to access the database and search for a candidate at any time.

Privacy

The organisation's participation in this program is an acknowledgment by the organisation that personal information that has been entered on to the **Uniting Director** database is **STRICTLY CONFIDENTIAL** and is only available to Uniting Church in Australia Presbytery and Synod of SA organisations, the **Uniting Director** administrator and those responsible for the maintenance of the database.

Disclaimer

Uniting Director will not guarantee the accuracy of information provided on the **Uniting Director** database by candidates. Should an organisation wish to negotiate with a candidate, it is the responsibility of the organisation to perform due diligence. Candidates have been notified that it is possible they will be required to undergo a National Criminal History Record Check.

Registration

Governing bodies are encouraged to register with **Uniting Director** and be given the right to search the database for members who meet the criteria they seek.

1. The first action of a governing body is to choose a person or persons who will represent them as the organisation representative/s. (The organisation representative/s will be the person/s that is authorised to access **Uniting Director** on behalf of the organisation to conduct searches).

2. The second action is for the organisation representative to create a UnitingPortal User Account. The following information will be required to register; gender, title, first name, last name, organisation address, suburb, state, postcode and reason for registering.
3. The third action will be for the *organisation representative* to print off the registration of an organisation form, fill it out and fax it to the **Uniting Director** administrator. Having registered the organisation and the organisation representative, the **Uniting Director** administrator will contact the relevant organisation representative (Principal, CEO, or governing body Chair) to check that access to **Uniting Director** has been authorised. If there are no issues, the organisation representative will be authorised to access and search the database.
4. The fourth action is for the organisation to decide the gender, age, interests, skills etc of the person/s they are seeking to become a member/s of their governing body.
5. The fifth action is for the organisation representative to access the **Uniting Director** database and conduct a search.

(**Note:** A number of searches may be required to find a person who meets the criteria set down by the organisation. Please be aware that a search for a male, under 30 years of age with an interest in law and skills in governance may not be successful because there may be nobody on the database who meets that limited specification. However, a choice of male and female, plus a wider age range with an interest in law and skills in governance might find a candidate. The organisation representative will be able to access the identified candidate's supplied information; however, such information is to be kept **STRICTLY CONFIDENTIAL**.)

6. Having discovered a suitable candidate or candidates, the sixth action is to seek permission of the **Uniting Director** administrator to speak with one or more candidates. This permission will normally be given. Permission will be given for the particular governing body to interview and conduct due diligence for up to two months during which time the candidate/s concerned will be not be accessible on **Uniting Director** for consideration by any other governing body. At the end of two months the candidate will again be available on the database unless they have indicated otherwise
7. If the interview and due diligence lead the governing body to choose a particular person to join their board, council, committee or commission, the seventh action is that the "organisation representative" will contact **Uniting Director** advising of the nomination.

NB: The UCA Presbytery and Synod processes related to the nomination and appointment of a person to a governing body will still apply as previously. The Uniting Director administrator will not carry through the nomination and appointment process. This will still be the responsibility of the governing body.



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