



INFORMATION PACK FOR CANDIDATES

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. Many of these governing bodies require a number of their members belong to the Uniting Church and in some cases there are positions for people with a particular affiliation to the organisation (i.e. old scholars). The governing bodies cover a wide range of areas and require a broad range of expertise and experience to ensure effective governance. As a consequence there are many positions for people who are church members and those who are not.

Initially candidates will be able to express interest in serving on the governing body of the 26 agencies and schools along with a number of internal UCA Presbytery and Synod of SA governing bodies. Over time it is expected that additional governing bodies associated with UCA Presbytery and Synod of SA will register and the scope increase.

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.

Information about Agencies, Schools and many other governing bodies associated with the Uniting Church in Australia, Presbytery and Synod of SA can be viewed through links in **Uniting Director** that may be accessed during registration.

Any of the Uniting Church in Australia organisations in the Presbytery and Synod of SA may register with **Uniting Director** but it is entirely their choice. Such registration will entitle the registered organisation representative to search the **Uniting Director** database to find a person or persons who meet the governing body's criteria. The organisational representative will have access to the information provided by candidates, including their Curriculum Vitae (if uploaded) and other supporting references or documents (maximum of four). Usually this information will be considered by the governing body which will determine whether or not to follow through with an interview and conducting due diligence.

The **Uniting Director** site is as secure as modern technology is able to make it and no one other than the governing bodies of the various Uniting Church in Australia organisations and the **Uniting Director** administrator will be given access to the information candidates have provided.

It should be noted that Uniting Church in Australia Presbytery and Synod of SA organisations registered with **Uniting Director** must accept the Conditions, Privacy Policy and Disclaimer associated with its use. This means that the personal information that organisations retrieve from the database must be treated as **STRICTLY CONFIDENTIAL**.

Candidates that register with **Uniting Director** should ensure that the information provided by them is accurate, however **Uniting Director** will not guarantee the accuracy of the information provided. Candidates should note that if an organisation chooses to negotiate with them, it is the responsibility of the organisation to perform due diligence. When the registration has been processed by the **Uniting Director** administrator, the candidate's profile will be designated as 'available' and the candidate will be notified by email. The candidate will then be able to log on to **Uniting Director** and

make changes to their profile at any time. Candidates may also flag their profile as 'unavailable' at any time while they are on extended leave or for sickness or other reasons.

Please note that it is a requirement of some governing bodies that members undertake a National Criminal History Record Check. Therefore, all candidates should be willing to undergo such a check. However, the presence of a National Criminal History Record will not necessarily preclude a person from being considered as a member of a governing body.

Should a candidate wish to register on the **Uniting Director** website, the first action (after downloading and reading this document) is to create a UnitingPortal User Account. If a candidate already has a UnitingPortal User Account, they are requested **not** to create a second account. The following information will be required to create a UnitingPortal User account - gender, title, first name, last name, home address, suburb, state, postcode, telephone numbers, email address and reason for registering. ([Access UnitingPortal here](#)).

The second action is for the candidate to log on to the **Uniting Director** web site and complete the registration process. Even though some of the candidate's details are recorded on UnitingPortal, that is a separate program and some of the details will need to be entered again when registering details on **Uniting Director** (e.g. gender, age, governance experience, interests, skills, and any church affiliation). Following examination by the **Uniting Director** administrator the candidate will be notified when their profile status is set to 'available' and hence able to be viewed by the candidate and the registered organisations.

During the registration process a candidate may express interest in particular governing bodies as part of the registration process. In this case the organisation/s will be advised of the candidate's interest and the information will be available to the organisation representative/s when they log into **Uniting Director**. However, expressing interest in a governing body does not guarantee that the candidate will automatically satisfy the selection criteria of that body or indeed that the governing body has a vacancy. However, it does mean that the candidate's profile will be put before the particular organisation's governing body without them having to conduct a search.

The third action is to sit back and wait for a call from one of the Uniting Church in Australia Presbytery and Synod of SA organisations.

NOTE: Should you wish at anytime to have your information and documents removed from **Uniting Director** please contact the **Uniting Director** administrator by sending the following [email](#) including your name and address.

Uniting Director
Uniting Church SA
Level 2, 212 Pirie St
GPO Box 2145, Adelaide SA 5001



Telephone: (08) 8236 4255
Facsimile: (08) 8236 4290

<http://unitingdirector.sa.uca.org.au>

