

St John the Baptist Anglican Church, Canberra

Parish Council

Guidelines for Committees of the Council

Approved initially 19 June 2013

Revised and approved 20 April 2016

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Revised and approved 16 June 2021

1. A committee of Parish Council [*Committee*] is established pursuant to Schedule 7, Section 13 of the *Governance of the Diocese Ordinance 2000*.
2. Members of a Committee are approved by Parish Council.
3. Membership of a Committee is confirmed at the second meeting of Parish Council each year that follows the Parish Annual General meeting.

[A set time is needed so it will not be overlooked; this makes Item 9 below necessary. An alternative is the anniversary date of the formation of each Committee, but that would almost certainly be overlooked with the passage of time.]

4. The Chair of a Committee is approved by Parish Council; the person holding that position need not be a member of Parish Council but must be a parishioner of St Johns, Canberra.
5. No person can hold the position of Chair for more than three consecutive years. However, by exception, a person may be invited by the Parish Council to remain as the Chair of a Committee for further periods of up to twelve months following that person's initial three-year term. This Guideline is subject to 9 below.

[This is recognized good governance and means deep expertise is developed across more than a single person. Ideally committee members should be subject to the same requirement (with overlapping terms for continuity), but in a church-based organization it is often difficult enough to find people willing to serve without then asking them to drop out for a year at a time. This provision does not require the outgoing Chair to leave the Committee.]

6. The Rector, or his or her nominee, is a member of all Committees ex officio.
7. At least one member of a Committee will be a member of Parish Council, who will act as Parish Council's representative on the Committee and who will be responsible for reporting regularly to Parish Council. If the Chair is a Parish Councillor, then a separate representative is not required.
8. A Committee can appoint its own office bearers from among its members, including Deputy Chair, Secretary and Treasurer, but must advise Parish Council of such appointments at the next available meeting.
9. If a Committee is established or a Chair is appointed or a member is added between two of the anniversary dates provided for in 3 above, then the provisions of 3 and 5 above commence from the next anniversary date.
10. A Committee has the power to establish sub-committees or working parties with the approval of Parish Council, and can delegate to those sub-committees or working parties, specific tasks, but not the power to delegate. If a sub-

committee or working party needs to be established before Parish Council approval can reasonably be obtained then the Chair of Parish Council can give the approval, subject to later ratification by Parish Council.

11. Notwithstanding the provision of 10 above a Committee is responsible to Parish Council for all matters referred to sub-committees or working parties.
12. A Committee will have terms of reference specified by Parish Council, and those terms of reference will be reviewed at each meeting of the Parish Council referred to in guideline 3 after the committee is established.