

## Role Description

### Role Title

**Secretary District Policy Committee**

### Reports to

Chair of District

### Location

Home based

### Time needed

2 sessions a month

### Remuneration

Voluntary role with expenses reimbursed

## Role Purpose and Objectives

Prepare papers for and take minutes of the District's Policy Committee (DPC) meetings

Report on DPC decisions to the Synod and connexional officers as needed

Be a Trustee of the District and member of the Representative Synod

## Responsibilities

- Working with the Chair of District and District Secretary, prepare the agenda and then collate and circulate papers for District Policy Committee meetings (DPC) meetings (usually 6 per year)
- Prepare and circulate the minutes of the DPC meetings
- Prepare written reports on the work of the DPC for the Synod
- Make verbal reports on the work of the DPC to the Synod
- Deal with the administration of Authorisations to Preside
- Work with District Administrators to ensure information about District Policies and meeting dates are up to date on the District website

## Person Specification

### Role Title: Secretary - District Policy Committee

#### *Required*

- Member or minister of the Methodist Church in the West Midlands District and actively participating in mission in their local context
- can work collaboratively
- has a proven commitment to JDS
- good administrative and organisation skills
- experience of minute taking
- good recoding keeping skills

- experience of charity governance and good practice within it particularly in a Methodist Church context
- confident in using Information & Communications Technology systems including Microsoft Office 365
- sharing a vision for a growing, evangelistic, justice-seeking and inclusive Methodist Church

*Desirable*

- knowledge of CPD
- knowledge and experience of a number of church settings
- knowledge and experience of the Methodist Church's work in circuits

The appointment is for 3 years with the possibility of extension for a further 3 years

The appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check