****

**ROLES AND RESPONSIBILITIES OF MEMBERS OF THE VCC STANDING COMMITTEE**

*(to be read in conjunction with the Constitution Section 10)*

The VCC Standing Committee acts on behalf of the Victorian Council of Churches between meetings of the AGM (referred to as the ‘Conference’ in the Constitution). The VCC SC may bring recommendations to the VCC Annual General Meeting (‘Conference’) for discussion and decision.

Members of the VCC Standing Committee (hereafter, VCC SC) are elected at the AGM, for two-year terms, with the opportunity to seek re-election for further terms. The VCC SC will implement the policies and mandated priorities and governance responsibilities of the VCC, oversee fiscal management and discern strategic directions.

The VCC SC will seek to raise awareness of the importance of ecumenism among the members of our churches.

Events may be arranged to foster ecumenical engagement, and regular communication to Member Churches will raise the profile of ecumenical relationships and ecumenical projects. As well, members of the VCC SC may be invited to represent VCC at events.

From time to time, the VCC SC may prepare a public statement on particular matters of public interest and, where possible, invite the Member Churches to be signatories or may issue a statement specifically from the VCC SC if consistent with the VCC ethos.

Each member of the VCC SC is elected as a representative of their church; their contribution to discussions and decisions is encouraged and valued. At the same time, the meetings will seek, with the guidance of the Holy Spirit, to find a common understanding and agreement on a particular course of action, ensuring everyone's input is considered and members learn from and with each other. Decisions are usually made by consensus.

The VCC SC will identify suitable persons to be nominated for the positions of President, Deputy President, and Treasurer.

The VCC SC has compliance obligations to ACNC (Australian Charities and Not-for-profits Commission) usually managed by the Executive Officer, and to the ATO (Australian Taxation Office) usually managed by the Treasurer.

Meetings are generally held via Zoom, and the usual practice has been for meetings to be held on the first Wednesday of the month, from 5pm to 6.30pm. There may be slight variance on the day/date and time, if agreed to by the VCC SC. It is expected that members of the VCC SC will give a high priority to attending meetings and inform the Executive Officer or President if they are unable to attend a meeting. A quorum is essential for the VCC SC to do its work, and shall consist of not less than six (6) members from five (5) member churches.

Members of the VCC SC are not remunerated.

**CONSTITUTION

10. THE STANDING COMMITTEE**

10.1

(a) The Standing Committee will be responsible for implementing the policies of the Council, monitoring its work, and making policy recommendations to the Conference.

(b) The Standing Committee will act on behalf of the Council between meetings of the Conference in respect of any of the responsibilities of the Council and may determine policy which is not inconsistent with policy determined or directions given by the Conference and act on any matter which does not require a resolution to be passed by more than a simple majority of those present and voting at a meeting of the Conference.
(c) The Standing Committee will review and set member church contributions.
(d) The Standing Committee will prepare and ratify the budget prior to the commencement of the following financial year.

10.2 The Standing Committee will consist of

(a)  the President,

(b)  the Deputy President,

(c)  the immediate past President,

(d)  the Executive Officer (*ex officio*),

(e)  the Treasurer,

(f)  seven (7) members elected by the Conference pursuant to Clause 9.2 (d. ***i***), and

(g)  up to four (4) members co-opted by the Standing Committee to ensure

representation from the various traditions among the Member Churches.

10.3 As soon as practicable after being elected or appointed to the Committee, each

committee member must become familiar with these Rules and the Act.

10.4  The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

10.5  Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

10.6  Committee members must exercise their powers and discharge their duties -

(a) in good faith in the best interests of the Council; and (b) for a proper purpose.

10.7 Committee members and former committee members must not make improper use of—

1. (a)  their position; or
2. (b)  information acquired by virtue of holding their position – so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

10.8 A quorum shall consist of not less than six (6) members from five (5) member churches.

10.9 If, as the result of a failure of the grievance procedures, it is necessary to remove a Standing Committee member from office, this can be done at a general meeting of the Conference by special resolution.

10.10 The President will hold office for a period of two (2) years from the conclusion of the Annual Conference at which he or she is elected. The President may be re-appointed for one (1) further term of two (2) years.

10.11  The Deputy President will normally succeed the President.

10.12 The Treasurer shall be appointed by the Standing Committee, and will hold office for a term of two years. The Treasurer may be re-appointed for further terms.

10.13 The elected and co-opted members will serve for a two (2) year term.

10.14 A Standing Committee member may resign from the Committee by a written notice addressed to the Standing Committee. In the event of a casual vacancy occurring in the elected membership of the Standing Committee, the Standing Committee may fill the vacancy, and it shall be confirmed at the next ordinary Conference of the Council.

Members cease to be a member of the Committee if they fail to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence.

10.15 At a meeting of the Standing Committee

(a)  the President shall preside, or

(b)  if the President is absent, unable or unwilling to act, the Deputy President;

(c) if neither the President nor Deputy President is able or willing to act, the members present may choose another member of the Standing Committee to preside at the meeting.

10.16 Subject to this Constitution the Standing Committee may meet and adjourn or otherwise regulate its meetings as it thinks fit.

10.17  The Standing Committee shall meet not less frequently than six (6) times in each calendar year.

10.18  Written notice of Standing Committee meetings will be given to each member in reasonable time before the meeting, and will include date and location of the meeting.

10.19  The President may at any time, and the Executive Officer shall, on the requisition of not less than six (6) members of the Standing Committee, convene a Special meeting of the Standing Committee. If a Special meeting is convened, written notice will be given to each member in reasonable time for the meeting, and the notice will include the general nature of the business to be conducted, as well as the date and location of the meeting.

10.20  Questions arising at a meeting of the Standing Committee shall be decided by a majority of votes of members present and voting.

10.21  Any matter put to a vote at a meeting of the Standing Committee will be decided by a simple majority. In the case of a tied vote, the motion will be deemed to be lost.

10.22 Minutes of meetings of the Standing Committee will be taken and kept, and these Minutes will record

(i) the names of those attending the meeting,

(ii)  the business considered at the meeting,

(iii)  any resolution on which a vote is taken and the result of that vote,

(iv) any matter on which a member has disclosed a personal interest