



**churches
of Christ**
in NSW & ACT

📍 Level 3, Building B, 1 Homebush Bay Drive
✉️ P.O. Box 3561, Rhodes NSW 2138
☎️ +61 2 8573 6000
🌐 www.ccnswact.org.au

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Thank you for offering to serve churches of Christ in NSW & ACT as a Conference Executive board member.

Conference Executive is a board comprised of pastors and committed members of our churches in NSW who seek God about the future of our network, act as a catalyst for our unity, champion our ethos, and take responsibility for the governance and direction of our network as a whole (including both our entities and our churches).

In this role, we have a special opportunity to contribute to the work of the Kingdom as we seek to steward the mission and ethos of churches of Christ in NSW & ACT, and strengthen and encourage our network (all of CCNSWACT agencies as well as our churches) of churches to faithfully play their role in the Body of Christ, bringing glory to Him and sharing the light and love of Jesus in the communities that we have been placed.

Being a board member can be challenging, but it is also extremely rewarding to steward the legacy of faith in our movement and ensure that future generations will come to know the saving grace of Jesus through our agencies and churches.

As a member of Conference Executive, there are a number of duties and responsibilities that come with your role, including obligations and duties under our Constitution and in accordance with our status as a charity registered with the [Australian Charities and Not-for-profits Commission](#). You may also have other obligations and duties under other government agencies or under other laws.

Once your nomination has been received, you will meet with the current President to answer any questions and clarify expectations around this role.

The Conference Executive Member Agreement outlines these key responsibilities. We invite you as a nominee to sign this agreement in anticipation of your appointment to this board. If you have any concerns about meeting these duties, please do not hesitate to contact me.

Thank you for being willing to serve the network in this way.

In His service,

Emily Drough
Conference President

Conference Executive Member Agreement

As an elected member of the churches of Christ in NSW & ACT Conference Executive, I agree to support the mission of the Conference of churches of Christ in NSW & ACT. I agree to meet the following expectations regarding my duties and responsibilities.

1. Spiritual Oversight & Governance Responsibilities

Conference Executive Members agree to uphold the mission, vision and values of churches of Christ in NSW & ACT, providing spiritual oversight and undertaking corporate governance responsibilities on behalf of the churches and ministries within NSW & ACT to oversee the consolidated affairs of Conference. Members agree to collaboratively steward the resources, ethos, history and vision to enable the health and growth of churches of Christ in NSW & ACT in accordance with the Constitution.

The core functions of Conference Executive include:

- Spiritual Oversight - including the interplay of spiritual gifts and capabilities
- Prayer and Discernment
- Strategy & Mission as outlined in our Constitutional Objectives
- Stewardship of Values & Culture – in accordance with our [ethos statements](#) and distinctives of the restoration movements known as churches of Christ.
- Risk & Compliance
- Financial Oversight

2. Board Member Responsibilities

Conference Executive members agree to actively participate in decision-making processes, attend regular board meetings, and contribute to the overall success of churches of Christ in NSW & ACT. The board is responsible for setting strategic goals, overseeing financial matters, and ensuring compliance with applicable laws and regulations.

3. Board Member Commitments

Conference Executive is a demanding but significant role and includes commitment to the following:

Time: It is expected that each Board member be willing and able to commit no less than 12 hours per month to Board meetings, reading board papers and participating in networking nights, working groups or sub-committees.

Attendance: It is expected that each Board member attend at least eight (8) regular Board meetings over a 12-month period, and be available for other ad hoc meetings as may be required from time to time and may take place outside of usual business hours. Board members will also be expected to participate in two overnight board retreats and a professional development day.

Contribution: It is expected that each Board member be well-prepared for each Board meeting. This entails being familiar with each agenda item and any associated papers, and be in a position to contribute on issues, especially those associated with the member's recognised skills and professional experience. All board members are expected to prayerfully discern key items and decisions.

Performance: It is expected that each Board member participate in all Board performance and review processes.

4. Legal and Governance Responsibilities

Conference Executive members understand and agree to perform their responsibilities in accordance with the following legal and governance frameworks:

- [Churches of Christ in NSW Incorporation Act 1947 \(NSW\)](#)
- [Constitution of Churches of Christ in NSW](#)
- [ACNC Guide for Responsible People](#)
- [ACNC Governance Standards](#) including Standard 5: Duties of Responsible People:
 - to act with reasonable care and diligence
 - to act honestly and fairly in the best interests of the charity and for its charitable purposes
 - not to misuse their position or information they gain as a Responsible Person
 - to disclose conflicts of interest
 - to ensure that the financial affairs of the charity are managed responsibly, and
 - not to allow the charity to operate while it is insolvent.

Conference Executive's oversight responsibility includes ensuring agencies with delegated authority are able to manage their operational and sector governance responsibilities.

5. Board Member Term Length

The term length for each Conference Executive member is three years. Board members may be re-elected for additional terms, subject to the Constitution.

6. Board Member Remuneration, Benefits, and Reimbursement

Conference Executive members serve voluntarily and will not receive monetary compensation for their services. However, reasonable expenses incurred in connection with board duties, such as travel and accommodation, may be reimbursed in accordance with the churches of Christ in NSW & ACT policies.

7. Termination and Resignation Procedures

Conference Executive members may resign by providing written notice to the board. The board may terminate a member for cause, such as a breach of duty or violation of organisational policies. Termination or resignation will be effective upon acceptance by the board.

8. Interests and Related Parties

Conference Executive members shall promptly disclose any direct or indirect interests in matters that may affect the organisation's decisions. Interests should be identified and recorded in the CCNSW Interests Register. Such disclosures should be made at the earliest possible time and recorded in the minutes of the. In cases where a board member's interest could give rise to a conflict, the affected member may be required to excuse themselves from the discussion and shall abstain from voting on the matter.

9. Policies & Procedures

Conference Executive Members agree to abide by the various policies and procedures of churches of Christ in NSW & ACT which may be implemented, withdrawn or varied from time to time.

10. Confidentiality Agreement

Conference Executive members agree to maintain the confidentiality of sensitive information discussed or disclosed during board meetings. This includes, but is not limited to, financial data, strategic plans, and personal information about the Conference's stakeholders.

I confirm that I have read and agree to the terms of this Conference Executive Member Agreement.

Name:

Signature:

Date: