

## **BASIC INFORMATION FOR POTENTIAL NEW MEMBERS**

### **NAME OF COUNCIL OR COMMITTEE:**

Assembly Arrangements Committee

### **BRIEF SUMMARY OF AREA OF WORK:**

Making arrangements for annual General Assembly; responsibility for maintenance of the Assembly Hall and the Moderator's residence; responsibility for arrangements regarding the letting out of the Hall when not required by the Church

### **NAMES OF CONVENER, VICE-CONVENER AND SECRETARY:**

Convener: Fiona Smith

Vice-Convener: Donald McCorkindale

Secretary: The Principal Clerk

### **NUMBER OF MEMBERS:**

12 members appointed by the General Assembly

Moderator, Moderator Designate, Principal Clerk, Depute Clerk

### **FREQUENCY, TIMING AND VENUE OF MEETINGS:**

The Committee meets at 121 George Street, Edinburgh in June, September, October, December, January, March and April. Meetings normally last half a day. Dates are usually fixed at the June meeting.

### **DETAILS OF SUB-COMMITTEES, TASK GROUPS ETC:**

- Property, with remit to give detailed attention to the Moderator's residence and to Assembly Hall matters including the letting of the Hall.
- Heart and Soul, with remit to plan for and organise the annual event in Princes Street Gardens
- IT Group, with remit to discuss IT issues around the General Assembly.

### **EXPECTATIONS OF MEMBERS:**

Diligence in reading papers and attending meetings; time commitment of approximately 6 days a year with some additional demands if serving on a sub-group, and around the time of the General Assembly

### **GENERAL SKILLS/EXPERIENCE SOUGHT:**

Some knowledge of the General Assembly and its procedures; a capacity for innovative and imaginative thinking; property management or buildings experience; knowledge and experience of event management.

### **PARTICULAR SKILLS SOUGHT:**

Knowledge and experience of financial and business planning would be of particular use with regard to the ongoing management and commercial use of the Assembly Hall.

Knowledge and experience of IT and conference management to continue with the development of the digital side of the General Assembly.