



INFORMATION FOR POTENTIAL NEW MEMBERS IN 2025

NAME OF STANDING COMMITTEE/AGENCY: Assembly Business Committee	
CONVENER/CHAIR:	Rev Michael Mair
VICE-CONVENER(S):	Rev Sheila Kirk
SECRETARY:	Rev Fiona Smith, Principal Clerk
REMIT: Full Remit is contained in the Report of the Special Commission on Structural Reform to GA 2019 and in summary includes: <ul style="list-style-type: none"> • Making all the necessary arrangements and ordering the business for the General Assembly and Commissions of Assembly. • Having oversight of and keeping under review the functions, the membership, the processes and procedures of the General Assembly, and monitoring the implementation of General Assembly decisions. • 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. • Oversight of Presbytery Restructuring, and communication, in relation to GA, with Presbyteries. 	
SKILLS AND EXPERIENCE SOUGHT AT THIS TIME: 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; a working knowledge of Presbytery practice and procedure. Knowledge and experience of IT and conference management to continue with the development of the digital side of the General Assembly.	
EXPECTATIONS OF MEMBERS: Diligence in reading papers and attending meetings; time commitment of approximately 8 meetings per year with some additional demands if serving on a sub-group, and around the time of the General Assembly.	
MEMBERSHIP AND ANTICIPATED VACANCIES: Include confirmation of the number of vacancies to be filled NB: a completed Nomination Form must be submitted by all proposed nominees including anyone wishing to be put forward for proposed re-appointment Convener, Vice-Convener, two members of the Legal Questions Committee (Convener and another member involved more in judicial matters to be nominated by the Legal Questions Committee), a further six members made up of ministers and elders with experience of the General Assembly (all for terms of four years); and with the following members <i>ex officio</i> : the Moderator and the Moderator Designate, the Principal Clerk, the Depute Clerk, the Solicitor, the Procurator and the General Treasurer.	



It is anticipated that there will be a Vice-Convener vacancy and a member vacancy to be filled with a start date of June 2025.

FREQUENCY, TIMING AND VENUE OF MEETINGS:

include mention of any particular day(s) of the week when meetings would fall and whether meetings will be attended online and/or in person

Meetings are bi-monthly June to December, and more frequently in the run up to General Assembly. Full meetings of ABC tend to be on Wednesday mornings and last for an hour and a half. Around two meetings each year will be at the Church offices, with others being on MS Teams, online. Sub Committees meet as required, usually online.

DETAILS OF SUB-COMMITTEES/GROUPS:

include frequency, timings, venue and any particular day(s) of the week when meetings would fall

- Property, with remit to give detailed attention to the Moderator's residence and to Assembly Hall matters including the letting of the Hall.
- Assembly Arrangements, with remit to discuss practical issues around the General Assembly.
- Presbytery Development - oversight of Presbytery Restructuring and liaison with Assembly Trustees and others in Presbytery Reform.
- Reform and Review - reviewing how GA business is processed effectively and efficiently.

FURTHER DETAILS:

Include any useful web links

ABC page on the Church website: [Assembly Business Committee](#)

Link to main GA pages on the Church website: [General Assembly](#)