



INFORMATION FOR POTENTIAL NEW MEMBERS IN 2024

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
<p>REMIT: Full Remit is contained in the GA2021 Reports and in summary includes:</p> <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. 	
<p>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.</p> <p>Knowledge and experience of IT and conference management to continue with the development of the digital side of the General Assembly.</p>	
<p>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.</p>	
<p>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.</p> <p>It is anticipated that there may be two vacancies to be filled with a start date of June 2024.</p>	



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](#)