

The United Reformed Church
Wessex Synod
World Church Group
Job Description

- Job title:** Convenor of the World Church Group
- Reports to:** Wessex Synod
- Job purpose:** To act as the link between the Group and Wessex Synod.
- Location:** Based at the post-holder's home. Travel within the Synod area will be required.
- Key Tasks:**
1. To convene and chair meetings of the Group.
 2. To be involved in compiling agendas for the Group's meetings.
 3. To ensure that the work of the Group fulfils its functions as laid down by Wessex Synod.
 4. To coordinate appointments to membership of the Group.
 5. To follow up action from meetings as appropriate.
 6. To be responsible for the Group's section of the Synod website.
 7. To attend and report to meetings of the Synod.
 8. To prepare the Group's annual report to Synod.
 9. To represent the Group at meetings of the Synod's Mission & Outreach Committee.
- Liaises with:**
1. The Group's Secretary
 2. The Synod Clerk
 3. Other Synod and National URC officers as appropriate.

Date of preparation: May 2011

Review Date: November 2012

Agreed by:

Convenor, World Church Group

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Post Holder

Date: