

The United Reformed Church

Wessex Synod

World Church Group

Job Description

Job title: Secretary to the World Church Group
Reports to: The World Church Group
Job purpose: To act as the focal point for distribution of correspondence and papers to members of the Group.

Location: Based at the post-holder's home. Travel within the Synod area will be required.

- Key Tasks:**
1. To prepare agenda for meetings of the Group.
 2. To issue notices of meetings.
 3. To prepare and distribute minutes of meetings of the Group.
 4. To follow up action from meetings as appropriate.
 5. To deal with correspondence on behalf of the Group.
 6. To maintain the directory of Wessex Synod churches with overseas links.
 7. To maintain links with CWM.
 8. To deal with other matters as determined by the Group.
 9. To contribute to the budget setting process of the Group.

- Liases with:**
1. World Church Group Convenor
 2. 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: