

Good Shepherd Mission Honorary Officers

The Honorary Officers of the Good Shepherd Mission church leadership team

1. The role of the honorary officers

- 1.1 The honorary officers of the GSM leadership team comprise a Chairman, Treasurer and Secretary. The honorary officers are elected by the leadership team. Unless the leadership team has explicitly delegated decision-making powers to the honorary officers, they should act in an advisory capacity and take care to report their activities to the leadership team to prevent the other leaders feeling excluded by the inner group.
- 1.2 The Mission's constitution only provides explicitly for a Chairman and a Secretary, but the leaders have in the past appointed one of their number to be Treasurer.
- 1.3 Article 46 of the Mission's constitution states:

“The Trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.”

2. The Chairman - introduction

- 2.1 The role of the Chairman extends beyond drawing up the agenda and chairing the meetings of the leadership team. The Chairman has to take a leadership role in ensuring that the leadership team fulfills its responsibilities for the governance of the GSM.
- 2.2 The Chairman may act as a figurehead of the GSM and represent it at functions and meetings as appropriate. Other members of the leadership team may also do so when appropriate.

3. The Chairman – position specification

- 3.1 The role of the Chairman is to lead the leadership team, ensuring that it fulfills its responsibilities for the governance and leadership of the GSM. Where this

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document refers to the responsibilities and attributes of the leadership team, please read such references by reference to those set out in the “Good Shepherd Mission Leadership” document.

3.2 The responsibilities of the Chairman include:

- a) providing leadership for the leadership team in its role of setting the strategy and policy of the GSM;
- b) planning the annual cycle of leadership team meetings and all GSM general meetings;
- c) setting agendas for leadership team meetings and general meetings in liaison with the Pastor and Secretary;
- d) chairing leadership team meetings and GSM general meetings;
- e) monitoring that decisions taken at meetings are implemented;
- f) presenting the GSM at functions and meetings, and acting as a spokesman as appropriate;
- g) sitting on appointment and disciplinary panels for GSM employees as required.

4. The Chairman – required personal attributes

In addition to the qualities needed by all the leaders, the Chairman should also possess the following:-

- a) leadership abilities;
- b) experience of committee work;
- c) tact and diplomacy;
- d) good 'people' skills;
- e) fairness and the ability to respect confidences;
- f) a wider involvement with the voluntary sector and other networks; and
- g) an ability to deal with his fellow leaders pastorally.

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5. The Treasurer - introduction

- 5.1 The Treasurer takes the lead in the handling of the financial affairs of the GSM, overseeing its financial viability, and seeing that proper financial records and procedures are maintained. The Treasurer will assist other leaders to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the leadership team receives reports containing the information leaders need in an easy to understand format, and helping leaders guide any other professional advisers they have appointed.
- 5.2 In practice most financial reports are prepared by the Administrator, with advice given by the Treasurer where needed. Detailed work with the auditors is also undertaken by the Administrator, and the Treasurer reviews the draft accounts and advises on technical points prior to finalizing the audited accounts.

6. The Treasurer – position specification

- 6.1 The overall role of the Treasurer is to maintain an overview of the GSM's affairs, overseeing its financial viability and ensuring that proper financial records and procedures are maintained.
- 6.2 The specific responsibilities of the Treasurer include:
 - a) presenting financial reports to the leadership team on a regular basis, including projected cash-flow;
 - b) keeping the leadership team aware of its financial responsibilities;
 - c) ensuring that the GSM's accounts are prepared in a suitable format;
 - d) ensuring that the accounts and financial systems are audited as required by law;
 - e) liaising with the auditors/independent examiners, and appointing/removing them and monitoring their performance;
 - f) overseeing the preparation and presentation of budgets, accounts and financial statements;
 - g) monitoring whether the financial resources of the GSM meet its present and future needs;

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- h) ensuring that the GSM has an appropriate reserves policy and advising on the application of its assets in compliance with such policy;
- i) the preparation and presentation of financial reports to the leadership team, ensuring that appropriate accounting procedures and controls are in place;
- j) liaising with staff and volunteers about financial matters;
- k) reporting to the GSM congregation on the finances of the GSM;
- l) investigating and communicating the financial implications of the GSM's strategic plan;
- m) ensuring that the GSM has an appropriate policy for use of its financial resources;
- n) monitoring the GSM's investment activity and ensuring its consistency with the GSM's policies and legal responsibilities;
- o) ensuring that there is no conflict between any use of its financial resources and the aims and objectives of the GSM;
- p) ensuring that the annual report and accounts are prepared in the form prescribed by the Charity Commission and submitted to the relevant statutory bodies, and that any recommendations of the auditors are implemented;
- q) contributing to the fundraising strategy of the GSM;
- r) making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way; and
- s) sitting on appraisal, recruitment and disciplinary panels as required.

7. The Treasurer – required personal attributes

In addition to the qualities needed by all leaders, the Treasurer should also possess the following:

- a) financial experience and business planning skills;
- b) some experience of organisation finance;

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- c) the skills to analyse proposals and examine their financial consequences;
- d) a preparedness to make unpopular recommendations to the leadership team; and
- e) a willingness to be available to answer enquiries from any staff, volunteers or members of the GSM congregation regarding the GSM's finances on an ad hoc basis.

Church Leadership Team

June 2008