



# Disaster Response and Community Recovery Committee (Queensland) Charter

## 1.1 Purpose

The purpose of the Committee is to support the Uniting Church in Australia, Queensland Synod, in its preparation for and response to disasters and support congregations and Presbyteries to make an effective response towards recovery in their communities.

## 1.2 Responsibilities

1. Equips congregations and presbyteries to support communities. This will take place through facilitating:
  - special training before, and in response to, emergencies; e.g. peer supporter training, congregational disaster preparedness training, disaster recovery chaplain training
  - facilitating the release of disaster relief funds made available by the Uniting Church Foundation;
  - Identifying opportunities for congregations and/or ministry agents to be involved in Local Disaster Management Groups.
2. Support Ministry Agents - specifically through the provision of Peer Support and networking of agents equipped with pre-disaster training.
3. Connects with agencies involved in disaster welfare response. This will include:
  - Describing relationships with other entities such as Church Agencies eg Frontier Service, Uniting Care Community, Qld Churches Together, Assembly National Disaster Relief Fund
  - Facilitating connection with ecumenical and government welfare bodies in the establishment of accredited Disaster Recovery Chaplaincy in Queensland
  - Connecting as appropriate with Congregation, Congregation leaders and ministry agents
  - Establishing and maintaining a network of Presbytery Contact persons who can work within presbyteries and connect with Presbytery Officers and the Moderator during crises.
  - Appointing Peer Support Coordinator
  - Authorities (Welfare and Emergency Response) advising them of the congregations' availability and readiness to assist in local recovery.
  - Assembly – National Disaster Recovery Officer to help facilitate project planning and connection to disaster funds.
4. Organises information and resources needed for effective disaster response and recovery - including funding for provision of funding, synod response, identifying and mapping areas of risk, need and resources required in a given disaster, and determining appropriate responses in a current circumstance.
5. Communicates with all parties involved in response and recovery, including ministers, congregations, presbyteries and the synod itself. This will include:
  - Understanding and communicating policy and process;
  - Education of the congregations and Presbyteries about the work of the committee and how that might assist congregations and ministry agents to be prepared for, to be supported during disasters and to be sustained throughout the season of recovery

## 1.3 Accountability

Committee members shall achieve success by:

- Contributing to committee meetings with informed, relevant views.
- Understanding and representing the views or requirements of their stakeholders.



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- Upholding the confidentiality of information, where appropriate.
- Being an advocate on behalf of the committee within own area of influence
- Having an attitude of possibility and innovation.

## 1.4 Composition and term

The membership of the Committee will consist of:

- (a) Moderator or delegate
- (b) Chairperson, appointed by the Synod Standing Committee
- (c) Associate General Secretary
- (d) A Presbytery Minister nominated by Presbytery Synod Interface
- (e) A representative of Uniting Care Queensland
- (f) Peer Support Coordinator, appointed by the Committee
- (g) Assembly Disaster Relief Coordinator
- (h) Up to four other members appointed by the Committee, based on their knowledge and experience in preparing and responding to disasters

Members may send delegates to represent them at Committee meetings.

The Chair may invite additional representatives to Committee meetings as required.

Term of appointment shall be three years.

## 1.5 Meetings

The Committee shall meet a minimum of 4 times per calendar year. The chairperson shall convene meetings at such other times as considered necessary to carry out the role of the Committee. Any member may require the Committee secretary to convene a meeting of the Committee.

The notice and agenda of meetings will include relevant supporting papers, as appropriate. The agenda for meetings is determined by the Committee chairperson in consultation with the Committee secretary and others as expressly directed by the Committee chairperson.

General governance protocols, including those relating to quorums and electronic decision making, are outlined within the Synod by-laws.

In the absence of the Committee chairperson or appointed delegate, the members will elect one of their number as chairperson of that meeting.

Any person with a material personal interest in a matter being considered at a meeting must not be present for consideration of that matter.

Decisions of the Committee may be made at a duly called and constituted meeting or otherwise agreed by all Committee members. Where approvals are granted outside a meeting of the Committee, a report is to be provided to the next meeting of the Committee.

## 1.6 Agenda and Minutes

The Committee Chair shall communicate an agenda for each meeting to members prior to meetings.

The Committee Chair shall ensure all meetings are minuted. Minutes of meetings shall be distributed to all committee members and other stakeholders following each meeting.

## 1.7 Review of charter

The Committee should review their charter annually to provide assurance that it remains consistent with the Synod Standing Committee's objectives and responsibilities.

The Synod Standing Committee approves or further reviews the charter.