



## PEOPLE & CULTURE COMMITTEE CHARTER

### 1. Purpose

The purpose of this charter is to set out the authority, duties & responsibilities, meetings, composition and reporting of the People & Culture Committee of the City on a Hill Movement Ltd. (COAHM) and related or controlled entities including: City on a Hill Authorised Anglican Congregations (AACs) and Many Rooms Ltd.

### 2. Authority

The People & Culture Committee is established as a sub-committee of the COAH Movement Council and has delegated authority to assist the Movement Council to discharge their governance responsibilities specifically with respect to organisational culture and human resource management.

### 3. Duties and Responsibilities

Subject to any resolution of the Movement Council, the duties of the People & Culture Committee are to:

- a) Prayerfully and practically support the mission and vision of City on a Hill.
- b) Monitor the organisational culture of the movement and leadership strategies to develop a culture consistent with the mission and vision.
- c) Provide advice and counsel to senior staff and pastors in support of healthy organisational culture and human resource matters.
- d) Provide advice and recommendations to the City on a Hill Movement Council regarding governance of human resources and organisational culture, including organisational structure.
- e) Review and recommend strategies to promote staff wellbeing.
- f) Provide review, advice and counsel in support ongoing staff development, performance, position descriptions, training needs, retention, and succession planning.
- g) Review and recommend strategies and progress for appropriate diversity and inclusion in governance, leadership and staff teams across City on a Hill.
- h) Review and endorse codes of conduct and HR related policies.



- i) Review and recommend to the Movement Council remuneration policies and pay scales in support of healthy staff culture and appropriate for the context of church ministry.

#### 4. Meetings

- a) The People & Culture Committee should meet regularly to undertake its role effectively and provide timely reporting to the COAH Movement Council.
- b) Meeting procedures should be in accordance with the terms in the [City on a Hill Movement Constitution](#).

#### 5. Composition

- a) Members of the People & Culture Committee are appointed by the COAH Movement Council. The chair of the People & Culture Committee may recommend members to the Council.
- b) The People & Culture Committee must consist of a minimum of three members, and a majority of lay members.
- c) The People & Culture Committee should include:
  - i) At least one member holding the office of director of the COAH Movement Council.
  - ii) Other suitably skilled members of the church.
  - iii) Diversity in representation from across City on a Hill (including church location, gender and ethnicity).
- d) The chair of the People & Culture Committee is appointed by the COAH Movement Council.

#### 6. Reporting

- a) The chair of the People & Culture Committee will report to the Council on the activities of the People & Culture Committee.
- b) Meeting minutes should be kept and made available to the COAH Movement Council.