

Job Description: Committee on Representation (COR)

Overview: Per the Book of Order, Committee on Representation is responsible to advise, advocate and consult regarding inclusive representation regarding committees, commissions, and representatives of Presbytery. One primary way we fulfill this mandate is to be in partnership with the Nominating Committee as they do their work.

The Committee on Representation reports only to the Presbytery and is not accountable to the Coordinating Team. The Committee provides a written report to the Presbytery annually.

Terms of Service: Membership of this committee will consist of a minimum of six (6) persons, who will be elected in classes of not less than two persons for **three-year terms and renewable for one term**.

Meetings: COR has one mandatory meeting per year, usually in early October. This meeting is to review the slate of nominees to committees, commissions, and representatives of the Presbytery developed by the Nominating Committee before being presented to Presbytery for vote. This meeting may be held virtually or by email, or may take place in person. One or two other meetings per year may be called if needed.

Requirements: Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's [Manual of Operations](#). Members should be willing to encourage individuals to volunteer in service in the life of the Presbytery; review rosters of committees and commissioners to analyze the diversity and representation (racial/ethnic, age, gender, clergy/lay, disabilities, etc.) and make recommendations to Nominating Committee; and explore ways to increase diversity of representation in the life and work of the Presbytery.

Responsibilities of the Chair: The chair is responsible for oversight of the functions of COR, as defined in the overview above. The Chair is expected to schedule and moderate meetings of COR; serve as liaison to the Nominating Committee; and be willing and able to attend at least one meeting of the Nominating Committee.