

TERMS OF REFERENCE FOR THE LWF EXECUTIVE COMMITTEE

In accordance with its constitutional responsibilities, the Council of the Lutheran World Federation authorizes the following Terms of Reference for the Executive Committee of the Federation (*cf. LWF Constitution, VIII, 6*):

The Executive Committee of the LWF is composed of the President, Vice-Presidents, Treasurer, and Chairpersons of the Program Committees.

The Executive Committee shall normally meet semiannually, with one meeting in conjunction with the annual meeting of the Council. Extraordinary meetings may be called by the President or by half of the members. Two-thirds of the members shall be necessary for a *quorum* for such meetings. At least one week's notification of any extraordinary meeting shall be given to all members of the Executive Committee.

The Executive Committee shall have general supervision of the affairs of the LWF between the regular meetings of the Council. It shall perform such duties as are delegated to it by the Council; none of its acts shall conflict with actions taken by the Council.

Specifically it shall:

1. take such decisions and make such statements as are required of the LWF between regular meetings of the Council;
2. call such special meetings of the Council as may be necessary;
3. serve as the LWF Board of Trustees;
4. conduct semiannual reviews of LWF finances;
5. determine who from within the Council and/or the LWF administration is entitled to sign on behalf of the LWF; and
6. offer counsel to the LWF President and General Secretary as required.

The Council notes that in accordance with the LWF Constitution (VIII, 6) the Executive Committee serves as the LWF Personnel Committee.

In this regard it is noted further that the Council is responsible for the following appointments, including the extension and/or termination of contracts:

- a. the LWF General Secretary (*cf.* also *LWF Constitution*, XII and *LWF Bylaws* 8, "Election of General Secretary"); and
- b. all members of the LWF Cabinet (Deputy General Secretary, Directors of Departments and Offices) as nominated by the General Secretary, after consultation with the relevant Program Committee and with the concurrence of the Executive Committee.

Accordingly, the Council authorizes the following as the Terms of Reference of the Executive Committee as the LWF PERSONNEL COMMITTEE:

1. Be responsible for issuing LWF Personnel Policies;
2. function as appointing authority, in accordance with the LWF Personnel Policies and Regulations;
3. receive LWF Personnel Regulations for information from the General Secretary;
4. authorize renewal of contracts of program staff, in accordance with LWF Personnel Policies and Regulations;
5. serve as the final appeal board within the LWF for any disputes arising out of LWF Personnel Policies and/or Regulations;
6. advise the General Secretary and the Personnel Office on other personnel-related matters, e.g. performance appraisal, etc.;
7. conduct an annual performance evaluation of the General Secretary;
8. receive reports on the Staff Welfare Plan for information and/or action; and

9. receive an annual report from the Director for Personnel, for information and action.