

# GOVERNANCE AND MANAGEMENT

*Issued by the Executive Committee*

*October 2010*

## **General**

1. WACC's activities are governed by its:
  - a. Memorandum and Articles of Association (UK), and
  - b. Letters Patent (Canada)
2. WACC operates two companies, each called the World Association for Christian Communication, one registered in the UK and one in Canada.
3. Each Company has a Board of Directors.

## **Board of Directors**

4. The Boards of Directors are the highest authority in WACC's structure.
5. Each Board consists of:
  - a. Two Directors appointed by each of WACC's eight regions,
  - b. A President and a Treasurer who are elected by the Board
  - c. The General Secretary who is appointed and elected by the Board, and
  - d. An additional Director who is elected by the Board from the geographic region appropriate to that Board.
6. The Board has the authority to designate responsibility, and it does so from time-to-time.

## **Officers**

7. The Officers of WACC are the President, the Vice President, the Secretary, the Treasurer and the General Secretary.
8. The Vice President and the Secretary are elected by the Board from among the Directors.
9. The Officers collectively serve as WACC's personnel and salaries committee, and set the salary levels and decide the annual cost of living adjustments to salaries.

## **Executive Committee**

10. The Executive Committee is a standing committee of the Board.

11. In years when the Board does not meet, this Committee is responsible for certain activities normally undertaken by the Board, including the review of finances, the setting of budgets, and evaluating the work of the Association.

## Staff

12. The General Secretary is WACC's Chief Executive and Company Secretary, and is a Director.
13. The General Secretary is the liaison between the Board and the staff and is responsible for directing the staff in the implementation of policy established by the Board and/or the Executive Committee.
14. The General Secretary appoints all staff, assigns responsibility and may delegate authority.
15. Permanent employees are either directly managed by the General Secretary or report to a senior member of staff who is managed by the General Secretary.
16. Temporary employees report to a designated member of staff.

## Performance Reviews

17. A review of each employee's job performance is undertaken at least once each year. This is undertaken jointly by the employee and his or her immediate supervisor.
18. The review provides an opportunity for the employee to receive feedback on the standard of his or her work, to identify needs for training and development, and to agree objectives for the coming period. It is an opportunity for an employee to raise issues, discuss working relationships, and to identify aspirations.
19. A review will normally be conducted within one month of the employee's anniversary date. The results of such a review will be used to determine progression through the WACC salary scale.
20. A review will also be conducted at the end of the probationary period and within six months of a major change in job responsibilities. A review may be conducted at any other time at the request of the employee, or his or her supervisor.
21. A written record of the review will be completed by the supervisor. It will be reviewed and signed by the employee, and by the supervisor, and then forwarded to the General Secretary for review. The record will be retained in the employee's personnel file.