

Approval Date:	May 2020	Approval Authority:	LUSA Executive
Review Date:	June 2022	Contact Officer:	LUSA President

Purpose

1. The primary purpose of the committee is to assist the Executive to ensure there is an effective and positive partnership between the Executive and General Manager.
2. The LUSA Executive can also use the committee to aid in any other appointments they deem necessary

Procedures

1. Appoint the General Manager and oversee their performance.
2. Recommend the adoption of a General Manager Recruitment Specification and, thereafter, conduct an annual review of that document to ensure that it:
 - 2.1. Reflects an up-to-date view of the basic position requirements.
 - 2.2. Sets out a current view of the attributes required to succeed in the position in terms of: knowledge, skills, experience, and attitude/orientation.
3. Maintain oversight of the General Manager Employment Agreement to ensure that there is alignment between the Executive's and the General Manager's respective expectations.
4. Determine a General Manager Performance Plan with KPIs against LUSA's Strategic and Operational Plans, or other priorities as determined by the Executive. It must:
 - 4.1. Set out the key results that must be achieved by the General Manager. Set out any other matters requiring attention that the Executive expects the General Manager to take direct personal responsibility for. Identify and agrees the support required from the Executive to facilitate the achievement of the General Manager's performance plan and their general success in the role.
 - 4.2. Specify how the achievement of key results will be measured.
5. Review the content of the performance plan in the context of ongoing General Manager Performance monitoring and recommend to the Executive any changes necessary.
6. Carry out any performance management, misconduct, or disciplinary processes engaging with the Executive when and where necessary.
7. Review the General Manager's remuneration as required by their employment agreement and recommend adjustments as appropriate to the Executive.
8. Be responsible for ensuring that the Executive is engaged in appropriate steps in the process, so that:
 - 8.1. These reflect the view of the Executive as a whole.
 - 8.2. The Committee's work does not compromise the accountability of the Executive as a whole for the performance and successful discharge of the role of General Manager.

Membership

9. The membership of the committee will be as follows:
 - 9.1. President (Chair), Vice-President, and Tumuaki - Te Awhioraki.
 - 9.2. Advisor (Non-Voting), as appointed by the LUSA Executive (The advisor may be a member of the Advisory Panel or from the Human Resources Company or advisor in use by LUSA.)

Review

10. The terms of reference should be reviewed biennially by the LUSA Executive.
11. The Executive may change the terms of reference in the interim.