

Appointments and Management Committee Terms of Reference

Approval Date: August 2024
Review Date: August 2026

Approval Authority: LUSA Executive
Contact Officer: LUSA President

Purpose

1. The primary purpose of the committee is to assist the Executive to develop and maintain an effective and positive partnership between the LUSA Executive and LUSA 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 Position Description and, thereafter, conduct an annual review of that document, at the time of the annual performance review, to ensure that it:
 - 2.1. Reflects an up-to-date view of the 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's Employment Agreement to ensure it reflects current employment legislation and market conditions.
4. Determine a General Manager Performance Plan with KPIs aligned to LUSA's Strategic and Operational Plans, or other priorities as determined by the Executive, at the beginning of each calendar year. It must:
 - 4.1. Set out the key performance indicators 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 performance indicators 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 on an annual basis or 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.

9. Activity of committee:

Activity:	Month:	Who:
Employ General Manager	When needed	Committee
Discharge General Manager	When needed	Committee
Prepare performance review and draft objectives for the upcoming year	October/November	General Manager
Conduct performance review, review General managers remuneration, review General Manager position description, and set KPI's for the following year	October/November	Committee
Review, and, if needed modify KPI's	February/March	Committee

Membership

10. The membership of the committee will be as follows:

10.1. President (Chair), Vice-President, and President elect (Non-Voting).

10.2. At least 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

11. The terms of reference should be reviewed biennially by the LUSA Executive.

12. The Executive may change the terms of reference in the interim.