

Appointments and Management Committee Terms of Reference

Approval Date:	March 2026	Approval Authority:	LUSA Executive
Review Date:	March 2028	Contact Officer:	LUSA President

Purpose

1. The primary purpose of the Appointments and Management Committee (hereafter, the Committee) is to assist the LUSA Executive (hereafter, the Executive) to develop and maintain an effective and positive partnership between the Executive and the LUSA General Manager.
2. The Committee will also aid the Executive in appointments of advisory panel members.
3. Under extraordinary circumstances, such as the absence of a General Manager, the Committee may also aid the Executive in the appointments of any other LUSA staff.

Membership

1. The membership of the Committee will be as follows:
 - 1.1. President (Chair), Vice-President, and President elect (Non-Voting).
 - 1.2. At least one Advisor (Non-Voting), as appointed by the Executive (the advisor may be a member of the Advisory Panel or from a human resources company or an advisor in use by LUSA).
 - 1.3. In the event that the Committee meets when there is no new President elect, a second Advisor (Non-Voting) may be added to the Committee, as appointed by the Executive (The advisor may be a member of the Advisory Panel or from a human resources company or advisor in use by LUSA).
2. The quorum for the Committee stands at 3 members, including at least one advisor.

Procedures

1. Appoint the General Manager and oversee their performance.
2. Conduct an annual review of the General Manager Position Description 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. Review the General Manager's remuneration on an annual basis or as required by their employment agreement and recommend any adjustments to the Executive.

5. Determine a General Manager Performance Plan with key performance indicators (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:
 - 5.1. Set out the KPIs that must be achieved by the General Manager.
 - 5.2. Set out any other matters requiring attention that the Executive expects the General Manager to take direct personal responsibility for.
 - 5.3. Identify the support required from the Executive to facilitate the achievement of the General Manager Performance Plan and their general success in the role.
 - 5.4. Specify how the achievement of KPIs will be measured.
6. Review the content of the General Manager Performance Plan in the context of ongoing General Manager performance monitoring and recommend to the Executive any changes necessary.
7. Carry out any performance management, misconduct, or disciplinary processes, engaging with the Executive when and where necessary.
8. Be responsible for ensuring that the Executive is engaged in appropriate steps in any of the above processes, 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 duties in the role of the General Manager.
9. Activity of committee:

Activity:	Month:	Who:
Employ General Manager	When needed	The Committee
Discharge General Manager	When needed	The Committee
Prepare performance review and draft objectives for the upcoming year	October/November	General Manager
<ul style="list-style-type: none"> • Conduct performance review • Review General Manager's remuneration • Review the General Manager Position Description • Set KPIs for the following year 	October/November	The Committee
Review, and, if needed modify KPIs	February/March	The Committee

Review

1. The terms of reference should be reviewed biennially by the LUSA Executive.
2. The Executive may change the terms of reference in the interim, in which case all affected parties must be notified.

Associated Documents

1. General Manager Position Description*
2. General Manager Employment Agreement*
3. General Manager Performance Plan*
4. LUSA's Strategic Plan
5. LUSA's Operational Plan

**Documents marked with an asterisk are not publicly available, however they may be supplied to appropriate parties on request.*