PURPOSE

1. The purpose of the Executive Committee is to assist the Commission in the efficient management of the CEC between Commission meetings.

OBJECTIVES

2. The primary objectives of the Executive Committee are:

   2.1. managing the business of the Commission when urgent issues or deadlines arise and it is not practical for the Chairman or Deputy Chairperson to call a Special Commission meeting; and,

   2.2. undertaking work delegated to the Committee by the Commission.

APPOINTMENT, COMPOSITION AND TENURE

3. The Committee shall consist of the Commission Chairman, Deputy Chairperson and the Executive Director.

4. The Commission Chairman or in his absence the Deputy Chairperson shall chair the Committee.

5. The term of appointment of a Commissioner to the Committee concludes upon his/her ceasing to be a Commissioner.

6. Committee members must act only within the scope of the Committee’s specified functions and responsibilities.

7. Committee members must exercise their powers and perform their functions with due care, skill and diligence. They must also act in good faith in the best interests of CEC and for a proper purpose.

ROLES AND RESPONSIBILITIES

8. The Committee has full executive powers or decision-making authority in relation to the operations of CEC, unless specifically restricted by the Commission.

9. The members of the Committee are responsible for ensuring the efficient and effective operation of the Committee and taking appropriate steps to ensure they have the requisite knowledge and training to undertake their role.

REPORTING

10. Minutes are only required when the Committee exercises delegations.

11. After decision meetings, the minutes having been accepted as a correct account by the Committee members, shall be signed by the Committee Chairperson, and tabled at the next Commission meeting.
12. The Chairperson of the Committee shall give a verbal update to the next Commission meeting on any decisions made.

**ADMINISTRATIVE ARRANGEMENTS**

13. Meetings

13.1. The Committee will meet as and when required.

13.2. Commission approved meetings procedures shall apply to the Committee.

14. Secretariat

14.1. The Committee Secretary will be provided by CEC and will be responsible for keeping Committee minutes and for managing Committee administrative arrangements.

14.2. The Committee Secretary shall formulate the Committee meeting agenda, in conjunction with the Chairperson.

14.3. The Committee Secretary shall ensure that agenda material is circulated, as soon as practical before the meeting.

15. Conflict of Interest

15.1. Where members or observers at Committee meetings are deemed to have a real or perceived conflict of interest, they may be excused from Committee deliberations on the issue where a conflict of interest exists. This is a decision for the Chairperson and the situation will be minuted.

16. Review of Mandate

16.1. The Committee shall review the continuing relevance of the Committee’s Terms of Reference on an annual basis or otherwise as required. Where changes are deemed necessary, they will be submitted to the Commission for approval.