



## **Executive Committee**

It was agreed by Council at its meetings in April and July 2022 that an executive committee should be created as below.

Until such time that full committee can be established, the Council agreed a shadow committee should be responsible for the remit below. Shadow members are Elisabeth Davies, Rhodri Williams and Matthew Smerdon.

### **Purpose**

The executive committee will provide a more regular point of contact between the secretariat and the Council.

This is with the aim of helping council members play a more active role in the oversight of the administration of the Council. Ensuring that Council members are supported to exercise their shared responsibility for the corporate life of the CJC beyond full quarterly meetings.

The executive committee will continue to report to, and escalate as necessary to the full Council as with other sub-groups of the Council.

### **Responsibilities**

Examples of work, fully supported by the secretariat may include:

- Oversight of the preparation of the Council's business plan and annual report.
- Acting as a first point of contact for external communication including:
  - Considering requests for work to be undertaken and providing recommendations to full Council.
  - Initial meetings with stakeholders.
  - Responses to correspondence.
  - Consideration of draft consultation responses.
- Support the secretariat on corporate functions where requested, including but not limited to:
  - Budget.
  - Data protection.
- Support the Secretary of the CJC
- Support for membership
  - Oversight of recruitment.
  - Support the induction of new members.
  - Support the appraisal of members, and conducting exit interviews.
  - Responsibility for recommending the composition of non-statutory members of CJC working groups.

### **Meetings**

The committee will meet monthly, as required.

### **Membership**

Essential criteria: members of the executive committee must be lay members of the CJC.

Membership will be decided by nomination from another member of the Council, followed if necessary, by an internal ballot of members.

There will be 3 members, plus the DHCJ as ex-officio chair. Members will be appointed subject to their tenure on the CJC.

The secretariat will establish a shadow executive committee, until such time that the nomination process takes place.

### **Tenure**

Nominations will occur annually. Members may serve for a maximum of 3 consecutive terms.

### **Attributes and personal style and behaviour**

An effective member of the executive committee is mostly likely to demonstrate the following skills and behaviours:

- A collaborative listener with an ability to work effectively as a member of a team.
- Able to exercise independent judgement, a willingness to speak their mind and an ability to focus on arriving at a decision.
- Strong communication and relationship management skills.
- Highly professional; acting appropriately to support and maintain the CJC's reputation.
- The ability to act as a critical friend who empowers and constructively challenges the CJC secretariat.
- Willingness to devote the necessary time and effort.