

LIWG Committee – Terms of Reference

September 2013

1. Areas of responsibility and duties of the LIWG Committee

The Committee reports to the LIWG Members and is delegated by them to:

- Provide direction for the LIWG, and ensure the LIWG progresses and achieves its overall mission;
- Make final decisions on the position and actions of the LIWG (in consultation with the membership regarding major decisions);
- Support and oversee the LIWG Secretariat in implementing the direction and actions of the LIWG;
- Oversee budget management and expenditure to ensure the most effective use of funds to further the overall aims of the LIWG and its members (including annual financial audit);
- Represent the LIWG and its membership in various forums and in relation to various stakeholders domestically as well as internationally where relevant.

2. Structure and procedure for appointment of Committee Members

The Committee consists of 5 to 7 Members. As a general rule, the Members are elected through a vote at the LIWG Annual General Meeting (majority rules). Where necessary, the vote can be taken in other LIWG Member Meetings. Candidates are to express their interest no later than two days before the meeting. If there are no candidates, the Committee will remain on if so desired.

The LIWG Member representatives on the Committee will serve for a period of one year, starting from the Member Meeting at which they were elected. The LIWG Coordinators shall be ex-officio, non-voting members of the Committee. Sitting Members of the Committee may be re-elected for a consecutive term. The terms of Committee Members should be staggered to avoid a situation in which all retire at the same time.

While Committee Members are selected on an individual basis it is expected that they have the full backing of their respective organization. No more than one person per organization can be a Member of the Committee.

Should a representative resign before the end of his or her term, the remaining Committee Members can recommend a new member to the Committee. This appointment has to be confirmed by an election during the next LIWG Member Meeting. If no other candidates want to replace the representative the Committee shall temporarily operate with a lower number of Members.

If a Committee Member leaves the organization they are employed by they must resign their position in the Committee. If the individual continues to meet the Member criteria, he or she can be re-elected at the next LIWG Member Meeting. Other candidates may simultaneously run for the Committee.

The Committee Members can be removed at any time by a vote of no confidence from the LIWG Members and the other Committee Members. Any of the Committee Members, or any group of 3 LIWG Members can call for such a vote. This vote is to be held at a LIWG Member Meeting (majority rules).

Roles and functions of the Committee members

The Committee will agree on and designate the following roles and functions from among its Members:

- ✓ Chair: A Committee Member will take on the role of Chair and will be responsible for chairing Committee Meetings and LIWG Member Meetings. The Chair will normally rotate among Committee Members on a 6-month basis. At the discretion of the Committee this timeframe can be adapted as necessary.
- ✓ Vice Chair: Elected by the Committee to support the Chair in her/his work. The Vice-Chair rotates on a 6-month basis and should be staggered with the Chair function.
- ✓ Task Force Leader. The Committee is responsible for overseeing the implementation of specific projects, tasks or activities of the LIWG. For each specific project, task or activity a Committee Member will be assigned as Task Force Leader.

The above roles should be on a rotational basis, preferably for a minimum of 3 months and a maximum of 12 months. A Committee Member may combine more than one of the above roles.

3. Criteria for LIWG Committee Members

- Committee Members have to be part of the LIWG Core Membership;
- Although preference will be given to individuals working for an INGO or a NPA in Laos, one seat can be given to an independent individual (not related to any organization in Laos);
- The Committee can include one regional network member so as to enhance LIWG capability to operate at a regional level;
- The Member and his/her organisation must be willing to serve on the Committee for at least one year;
- He/she must be able and willing to commit sufficient time (estimated 2-3 days per month) to Committee affairs and ensure a regular presence at Committee and Member Meetings;
- The representative should work in the best interest of the LIWG and should not see him/herself as representing the interest of one or a few Members only;
- The LIWG will strive to have Lao nationals as Members of the Committee, and aims for the Committee to reflect a gender balance.

4. Meetings of the LIWG Committee and the decision making process

- As a general rule, Committee meetings shall take place on a monthly basis;
- Decisions of the Committee shall be taken by the vote of a majority of the Committee present at any meeting, except as specifically otherwise provided by the LIWG Constitution where a quorum of 4 out of 7 Members is required (or 3 out of 5 depending on the total number of Members);
- If not sufficient Committee Members attend a Committee meeting in order to have a quorum, the Committee Chair shall call a new meeting within the next fourteen days. During this meeting decision can be made with the majority vote of the Members present;
- If there is an even number of Members and votes it is the Chair's vote that is decisive;
- All Committee Members should actively support decisions made by the Committee;
- The Committee may adopt rules, regulations or procedures to govern itself as it shall deem desirable; provided, however, that no rule, regulation or procedure is inconsistent with any provision of the LIWG Constitution.