

**COMMITTEE**

**Charter**

1. Purpose

This committee shall manage and oversee the work of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of DIAKONIA World Federation.

1. Meetings:

The committee shall meet at least twice annually via electronic platforms.

1. Membership:

The \_\_\_\_\_\_\_ Committee shall consist of at least three members who are not members of the Executive Committee.

These persons are to be chosen for their competence in \_\_\_\_\_\_\_\_\_\_.

They should represent the international and ecumenical diversity of the three geographic regions of the organization.

Members of the committee shall be appointed for one term (from DWF Assembly to the next) and are eligible to serve one additional consecutive term.

A member of the Executive Committee shall be an *ex officio* member and act as liaison to the Executive Committee.

The chair of the committee will be chosen from among the members who are not on the Executive Committee.

1. Relationships

\_\_\_ Committee will report to the Executive Committee at least annually making recommendations and suggested actions.

The Executive Committee will oversee the work of the \_\_\_\_\_\_\_\_\_ Committee and make recommendations and suggested actions.

1. Specific Duties

a.

b.

c.

g. Keep minutes of meetings and maintain records of committee actions.

h. Annually report to the Executive Committee, indicating actions and progress of the \_\_\_\_\_\_\_\_\_ Committee and making suggestions for any plans or next steps.

i. Periodically review and revise the Charter and policies of \_\_\_\_\_\_\_\_\_ Committee, and if necessary, submit recommendations and documents to the Executive Committee for consideration and approval.

j. Submit any budget considerations to the Treasurer for the annual budget process.

Adopted by DIAKONIA World Federation Executive Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_