

GoodWeave International

**Terms of Reference
Executive Leadership Team (ELT)**

**Current Version:
v. 1.0, 14 November 2014**

**Next scheduled review:
November 2017**

**For further information:
www.goodweave.org/about/governance**



Terms of Reference Executive Leadership Team (ELT)

Mandate: The ELT supports GWI's global mandate by: coordinating global programming in cooperation with the GWI Executive Director, convening regularly to discuss operational issues and progress in the field, sharing learning and best practices internally, and identifying mutual challenges and opportunities. The ELT is the critical structure permitting cross-flows of information to support strategic analysis and perform problem-solving in real time. The GWI Executive Director shall report to the GWI Board on issues of importance to the ELT.

Accountability: The ELT reports to the GWI Executive Director

Composition: The ELT consists of members representing both consumer and producer countries.

- A. Ex officio members
 - The GWI Executive Director
 - The Director of GWI Certification Division
 - The Director of each country Affiliate and country Program
- B. Appointed members
 - Up to three additional key officers of the GWI Secretariat (e.g. Deputy Director, Director of Operations, Director of International Partnerships, Standards and Policy Officer)

The GWI Executive Director appoints the members in category B above as needed to ensure sufficient expertise is represented on the ELT in its deliberations. Additional staff may also be requested to attend meetings as observers or assist with the ELT tasks as needed, at the discretion of the GWI Executive Director.

The Secretariat appoints a staff person to coordinate the work of the ELT. The Secretariat shall also keep the official ELT member list up to date and available publicly on the GoodWeave website.

Responsibilities:

- 1 Plans and monitors implementation of budgeting, fundraising, and programs in Country Programs and Affiliates
- 2 Provides Strategic growth and program advice
- 3 Provides input to GWI on planning and implementation
- 4 Identifies and informs the GWI Secretariat of any critical developments in the field, including but not limited to: program successes, advancements, problems affecting the Certification Division; developments in donor or stakeholder relations; improper use of the GoodWeave name or trademarks; opportunities for program expansion or new partnerships
- 5 Responds to requests from the GWI Board
- 6 Develops annual plan and work with Affiliates, with clear performance indicators based upon agreed strategies
- 7 Advises GWI Secretariat on key management issues as requested
- 8 Identifies need for and propose new committees to the GWI Board for approval
- 9 Sets strategic priorities of the Standards Committee, provides policy guidelines as appropriate, and reviews whether the Standards Committee has followed correct procedures¹
- 10 The ELT will meet as needed on a regular basis

Decision-making process: The ELT seeks to achieve decisions by consensus, defined in this context as decisions made with majority support and no votes against. More broadly, consensus is defined as general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests. Consensus should be the result of a process that seeks to take into account the views of all the parties, and to reconcile any conflicting opinions.

If the GWI Executive Director feels that consensus is not achievable, he/she will ask the ELT members whether further discussion could lead to consensus. In particular, those who are in opposition to a particular proposal being discussed may be asked to propose options that are more likely to reach consensus. If this does not lead to any solution built on consensus then majority decision-making procedures shall be used. In this case, decisions can be made by simple majority. The quorum of 2/3 (two thirds) of the ELT members including the GWI Executive Director is required to be present in order to call a vote. Voting shall be by a roll call vote. Every member has one vote, with the vote of the GWI Executive Director deciding in the event of a tie. Abstentions and absentees shall not count as votes against the proposal.

¹ The Standards Committee makes final decisions about the content of GoodWeave standards and reports to the ELT.

References

GWJ Standards Committee Terms of Reference