**CRC CHURCHES INTERNATIONAL - Victoria**

**EXECUTIVE AGREEMENT**

2010

1. The Executive should operate effectively by directing as much energy as possible (80/20) to developmental work by:

1.1 empowering portfolios, by rough guidelines and working plans, to take action outside of executive meetings and make other decisions in reference to the chairman;

1.2 e-mailing reports to other members before executive meetings to enable forethought say 2 weeks before executive meetings;

1.3 reading mail sent and putting your notes on the relevant sheet where applicable.

2. The Executive will endeavor to make some decision regarding each matter to work toward some conclusion.

3. In this regard the Executive will operate with openness

3.1 Freedom to speak convictions

3.2 Freedom to speak fragments of ideas in a synergistic fashion.

3.3 Freedom to disagree

3.4 Responsibility to hear understand the convictions of others

3.5 Responsibility to search for a contribution to make

3.6 Responsibility to guard one’s spirit from tangling one’s identity with one’s contribution.

4. The Executive will seek to word sensitive minutes at the time of the decision at the request of any member; and otherwise the State Secretary will draft the minutes which will be reviewed by the Chairman who may also add or confirm informational material whether or not discussed. However the chairman will distribute the minutes for proofing within a designated time frame, to the Executive who may feedback any comments to the Chairman and State Secretary. If there is no feedback by the designated time the minutes may be taken as final and sent out by the State Secretary.

5. The Executive will stand by decisions that are made. i.e. Support the decision outside the Executive.

6. The Executive will exercise prudence by operating with confidentiality on personal and sensitive issues (during and after the term of office), and the decision making process e.g. where multiple options are being worked through. Any such matters that need retaining for ongoing work shall be kept on a working document(s) and plans for executive use only.

7. The Availability of Executive Members

7.1 Communication by e-mail is encouraged to allow the respondent to be flexible in receiving and answering and to provide a record of information.

7.2 Contributions for executive meetings and council meetings will be shared as much as possible, and arranged in advance to minimize pressure on contributors.

7.3 Reports on Action to be taken by Members will be fed back to the Chairman prior to the next meeting.

7.3 Where problems and emergencies arise, members will seek to rally to alleviate it.

Docs/CRC/Policies/ExecAgreement