

Document No **7.2**

**For Discussion**

**MEETINGS OF THE GOVERNING BODIES  
SELF-EVALUATION**

*The purpose of this document is to implement the recommendation of the executive committee (February 2007) that processes are set in place for self evaluation by each of the governing bodies.*

**A. Officers:**

**Objectives:**

- To play a monitoring role on the life and work of the council and to take decisions on behalf of the executive committee, in between its meetings
- To accompany and advise the general secretary and staff
- To advise on issues specific to the agenda of a particular meeting.

**Questions for self-evaluation (indicators):**

- Was sufficient and timely information received from the secretariat in preparation for decisions to be taken?
- Was the process for reaching decisions done in a spirit of consensus and sharing in a common vision?
- Are the officers working in a collegial way?
- Have the officers accomplished their role of providing the link between the executive committee and the central committee?
- To what extent has each objective been reached?
- Are there issues that need to be addressed in the way this meeting has functioned?

**B. Executive committee**

**Objectives:**

- To receive reports from the general secretary on progress between central committee meetings.
- To ensure policies are in place to monitor progress in the major achievements as approved by the central committee
- To prepare for decisions of the central committee
- To prepare for decisions on income and expenditure as prepared by the finance committee
- To recruit staff and to elect/appoint staff as necessary
- To advise on issues specific to the agenda of a particular meeting
- To decide on major issues for the agenda of the next central committee
- To, on occasion, make public statements

**Questions for self-evaluation (indicators):**

- Was sufficient and timely information received from the secretariat in preparation for decisions to be taken?
- Was the process for reaching decisions done in a spirit of consensus and sharing in a common vision?
- In what ways have the officers contributed to the collegial decision making processes for decision making by the Executive Committee?
- Has there been an effective link between the executive committee and the central committee?
- Has each member felt they have contributed to the discussions?
- How have they accompanied the work or interpreted the work of the WCC to the churches, between meetings)
- To what extent has each objective been reached?
- Are there issues that need to addressed in the way this meeting has functioned?

**C. Central committee**

**Objectives:**

- To set in place policies and programmes, with budgets
- To be the link between the churches and the assembly
- To create in the churches the sense of ownership of the WCC and its work
- To advise on issues specific to the agenda of a particular meeting
- To make public statements

**Indicators of evaluation:**

- Was sufficient and timely information received from the secretariat in preparation for decisions to be taken?
- Was the process for reaching decisions done in a spirit of consensus and sharing in a common vision?
- Are the officers working in a collegial way?
- Have the officers accomplished their role of providing the link between the executive committee and the central committee?
- Has each member felt they have contributed to the discussions?
- How have they accompanied the work or interpreted the work of the WCC to the churches, between meetings)
- To what extent has each objective been reached?
- Are there issues that need to addressed in the way this meeting has functioned?

**D. Programme committee:**

**Objectives:**

- To receive reports of programmes and review plans for the next period and prepare recommendations for the central committee
- To make recommendations to the central committee on initiating or terminating programmes
- To receive reports from the commissions and make recommendations to the central committee
- To make recommendations on the formation of commissions, advisory groups/working groups
- To meet jointly with the finance committee to review budgets and allocation of both financial and human resources for programmes

**Indicators for evaluation:**

- Was sufficient and timely information received from the secretariat in preparation for decisions to be taken?
- Was the process for reaching decisions done in a spirit of consensus and sharing in a common vision?
- Are the officers working in a collegial way?
- Have the officers accomplished their role of providing the link between the executive committee and the central committee?
- How has each member contributed to the programme work of the WCC between meetings?
- To what extent has each objective been reached?
- Are there issues that need to be addressed in the way this meeting has functioned?

**E. Finance committee****Objectives:**

- To monitor income and expenditure including the development of reserves by approving budgets and ensuring that expenditure is kept within approved guidelines.
- To prepare for central committee decisions on income and expenditure and prepare for any policy decisions regarding staffing and any other management matters as the agenda of the meeting needs in cooperation with the programme committee.

**Indicators for self evaluation:**

- Was the information received from the secretariat for decisions to be taken adequate, timely and clear?
- Was the process for reaching decisions done in a spirit of consensus and sharing in a common vision?
- Are the members of the programme committee working in a collegial way?
- Have the members accomplished their role of providing clear advice with correctly drafted recommendations to the central committee?
- To what extent has each objective been reached?
- Are there issues that need to be addressed in the way this meeting has functioned?

**PROCESS FOR EVALUATION OF EACH MEETING**

1. Before the meeting, prepare objectives at the same time as the agenda. There are two kinds of objectives 1) general objectives as described in this document based on the committee's mandate and 2) specific objectives as suggested by the agenda of the meeting.
2. At the first session of each meeting agree on the objectives and the criteria for evaluation when approving the agenda.
3. Have a *written evaluation* form for each meeting of the executive committee and central committee a summary of which is to be shared with the next meeting of these bodies.
4. Include in the agenda of each meeting a session of *oral evaluation* – at the end of the meeting, but not as the last session. (Staff to go through the notes of this discussion in planning the next meeting. These can be shared with the officers and the executive committee so that they can fulfil their roles of monitoring and overseeing the work). The methods of evaluation can vary (e.g. plenary discussions, small-groups, graffiti wall, etc.)

5. The executive committee receive, by mail, a list of the issues to be followed up and information on steps being taken for the follow-up within a month of the meetings.
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