

## **Constitution and Rules**

The following amendment to WCC Rule XII, on WCC Staff, comes as an addition to the Doc 6 presented to the executive committee in Armenia, September 2007, and as a consequence of internal developments in distributing and clarifying the roles between the "Staff Leadership Group" (SLG) and the "Staff Executive Group" (SEG)

### ***XII. Staff***

1. *The central committee shall elect or appoint or provide for the election or appointment of persons of special competence to conduct the continuing operations of the World Council of Churches. These persons collectively constitute the staff.*
2. *The general secretary shall be elected by the central committee. He or she is the chief executive officer of the World Council. As such, he or she is the head of the staff. When the position of general secretary becomes vacant, the executive committee shall appoint an acting general secretary.*
3. *a) In addition to the general secretary, the central committee shall itself elect one or more deputy general secretaries, the associate general secretary for programme and the associate general secretary for management.  
b) The executive committee shall appoint all programme and executive directors and programme staff and shall report its actions to the central committee.*

*Specialized, administrative and house staff shall be appointed by the general secretary.*

4. *The staff leadership group shall consist of the general secretary (moderator), the deputy general secretary or secretaries, the associate general secretary for programme and the associate general secretary for management, the director of communication, and the executive director for planning and integration. Other staff may be invited for specific items on the agenda.*

*The staff leadership group is the chief internal management team. Its overall responsibility is to advise the general secretary in his/her role as chief executive officer of the Council. It has the task of ensuring that all activities of the Council are carried out in an integrated and coherent manner. For this purpose it will:*

- a) Implement policies and priorities established by the central and executive committees and facilitate proposals to be submitted to them.*
- b) Provide for overall coordination, decide on priorities and the direction of the Council's activities.*
- c) Manage and allocate human and financial resources, propose the budget to the finance committees of the executive and central committees and ensure that programme planning is integrated with anticipated resources available.*
- d) Assist the general secretary in the appointment of staff and special reference groups.*

**5. There shall be a staff executive group. Its membership shall include the members of the staff leadership group, the programme directors and the managers. It shall meet regularly (normally twice a month); it shall be moderated by the general secretary or his/her representative.**

**The staff executive group shall advise the general secretary and the staff leadership group. Its purpose is to:**

- a) advise on matters of long-range planning, monitoring and evaluation of activities;**
- b) consider the preparation of the budget;**
- c) assure regular sharing of information and provide for discussion and interpretation of policies and issues affecting the Council as a whole;**
- d) facilitate the coordination of the activities of the programmes and management teams;**
- e) appoint ad-hoc or permanent functional staff groups to advise on specific areas of programmatic concerns;**
- f) promote a spirit and style of work to strengthen and promote integration, cooperation and collegiality.**

- 5. The normal terms of appointment for the general secretary and for the deputy general secretary or secretaries shall be five years. Unless some other period is stated in the resolution making the appointment, the first term of office for all other staff appointed by the executive or central committee shall normally be four years from the date of the appointment. All appointments shall be reviewed one year before their expiration.*
- 6. Retirement shall normally be at sixty-five for both men and women and in no case shall it be later than the end of the year in which a staff member reaches the age of sixty-eight.*