

## NON PERFORMING COMMITTEE MEMBERS

### POLICY STATEMENT

KLF lacks the financial resources to maintain an extensive paid staff to carry out its work and is therefore primarily dependent upon the efforts and contributions of volunteer committee members to achieve key goals. Upon accepting nomination to a Commission or Committee assignment, those nominated accept a responsibility to work in accordance with the direction of the Commission Chair and/or Committee Chair in accordance with the goals of the Commission and/or Committee. Those who accept appointment by the Board, but who do not actively contribute to the work and decision making processes of Commissions or Committees shall be removed from their positions and replaced

### .PURPOSE

To ensure that Commissions and Committees are fully populated with individuals who actively contribute to the development and execution of the specific responsibilities of the Commission or Committee, thus facilitating the achievement of assigned tasks

### POLICY

Each Commission/Committee member is expected:

1. To undertake specific projects, activities and/or responsibilities that contribute to fulfillment of the Commission/Committee's specific responsibilities as identified in the tasks as identified in the Strategic Plan
  2. To respond in a timely manner to requests for input and/or information
  3. To provide written reports to Commission/Committee and/or Commission/Committee Chair in the format determined by the Commission/Committee Chair and/or the Board of Directors
  4. To participate in conference calls and/or face to face meetings of the Committee
2. Commission and Committee Chairs have a responsibility to monitor and report on member performance at the end of each term of office in order to help inform Board appointments to Commissions and Committees for the next term of office
3. Commission and Committee Chairs may recommend the removal of non performing members to their respective Commission/Committee.
4. Upon removal of a Commission or Committee Member, if it is desired that the position be filled the vacant position shall be advertised and filled according to the KLF policy "Filling Vacant Positions".

### PROCEDURES

1. It is the responsibility of each Commission and Committee Chair to ensure that members understand their expected contribution to the work and decision making processes.
2. Commission and Committee Chairs who wish to recommend removal of a member must be able to provide documentation to substantiate any concerns with respect to non-performance of members.
3. Upon identifying a concern regarding performance, the Commission or Committee Chair shall discuss the performance concern with the member. This discussion shall result in
  - 3.1. The member determining that they do not have the interest, time and/or skills to actively contribute and will therefore tender their resignation from the committee.
  - 3.2. Agreement to become more actively involved in which case the specific expectations of this involvement with timelines and deliverables will be agreed and documented. Should this individual not fulfil the agreed upon expectations the Committee Chair (in the case of a Committee member) shall recommend removal to the Commission. Upon approval to remove the Commission Chair shall notify the individual, the KLF headquarters and the Board of Directors of the individual's removal. In the case of a member of the Commission (i.e., a Committee Chair), the Commission Chair shall consult, in camera, with the Board of Directors for a determination.
  - 3.3. If a previously strong contributor finds themselves in a situation that will temporarily detract from their ability to contribute, then a mutually agreed plan to advance the work assigned to this individual (e.g. reassignment, recruitment of additional volunteer support adjustment of timelines) should be developed and documented with agreement to revisit the individual's capacity to participate in a designated period of time. If the individual continues to be unable to contribute after the agreed upon time period it is hoped that the individual will recognize that it is in the best interest of KLF to tender their resignation. Should a resignation not be forthcoming, the steps in 3.2. Should be followed.
4. Where it is considered necessary by the Commission to fill vacant positions arising from outcomes of this policy, the positions shall be advertised and filled in accordance with KLF policy on Filling Vacant Positions.

APPROVED BY KLF G.A 10 JANUARY 2012.

REVIEWED ON MAY 2015

BY JOB KANIA

PRESIDENT- KENYA LIFESAVING FEDERATION.