

Decision-making within the WCI

Decisions are made within the WCI by following the governance process which consists of the following:

Court

The Court comprising the Master, Wardens and Court Assistants is the governing body of the Company and formally appoints the Master, Wardens, Trustees, Chairs, Court Assistants and Honorary Court Assistants. The Court also appoints new Freemen and Liverymen of the Company upon recommendation from the Membership Committee. The Court also receives regular updates from the Master, Wardens and Chairs of Committees at its regular quarterly meeting. All key decisions within the Company are reviewed and approved at Court. The Court may at its discretion delegate decisions to the Master and Committees of the Company.

Appointments Committee:

The Master and Appointments Committee are responsible for the Appointments Criteria, ensuring process governance and fairness, approving all new appointments, and reporting to the Court.

From a governance perspective, the Appointments Committee is responsible for the selection and appointment of candidates to fill the positions of Court Assistants, Chairs of Committees and positions within the Charitable Trust. The process involves the Committee making its recommendations to the Court for ratification.

Chairs of Committees:

Chairs retain ultimate responsibility for the recruitment process, in accordance with the WCI Appointments Criteria. Their role is to communicate with the candidates and directly manage the relationship. They are responsible for regular progress reports to the Clerk on shortlist, interviews and final recommended appointment(s) to enable Appointments Committee approval and to avoid overlap across committees. Finally for review of their Committee Members' service and terms of office in accordance with terms of reference.

Clerk

The role of the Clerk is to act as a central point of co-ordination, manage the governance timetable of meetings and provide administrative support. The Clerk will maintain a working document of potential candidate volunteers and circulate the list to all committee Chairs. The Clerk will instigate the volunteer process and allocate responsibility to each Chair to ensure contact is made with each volunteer. The Clerk will also maintain a schedule of Committee Members' terms of office and circulate the list annually to all Chairs.

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