

## 2.7 Qualifications

Given the level of discussion, the dissemination of highly confidential information and the decision-making required, all members will be the heads of their respective business or infrastructure group, at the Managing Director level.

## 2.8 Term of Membership

Membership at the ExCo will continue as long as the member retains their role as the heads of their respective business or infrastructure group.

## 2.9 Conflict Management

Decisions will normally be made by consensus. Where there are conflicting factions in a vote, majority will rule. In case of a tie, the Chairman (or acting Chairman in the Chairman's absence) will cast the deciding vote.

# Section 3: Secretary

## 3.1 Secretary Qualifications

Given the level of discussion and the dissemination of highly confidential information, the ExCo Secretary shall be a senior-level manager at the Managing Director level, selected from an area within Regional Management.

## 3.2 Secretary Responsibilities

The Secretary's responsibilities will include:

1. Determining meeting schedules;
2. Arranging meeting facilities;
3. Sourcing meeting agendas;
4. Preparing meeting materials;
5. Disseminating meeting materials;
6. Recording minutes of each meeting;
7. Taking attendance at each meeting;
8. Tracking follow-up actions from meetings;
9. Preparing reports for auditors and examiners; and
10. Preparing reports for formal ARRC updates to the ExCo.

# Section 4: Decisioning

## 4.1 Decision-Taking Procedures

Decisions will normally be made by consensus. Where there are conflicting factions in a vote, majority will rule. In case of a tie, the Chairman will cast the deciding vote.

When matters are put to a decision, robust debate prior to the decision is expected. Members on the losing side of an issue will have their positions recorded in the minutes.