



مجموعة دبي لل الجودة
Dubai Quality Group

EXECUTIVE COMMITTEE GOVERNANCE FRAMEWORK

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1.INTRODUCTION

A Executive Committee Bylaws is a collection of all guidelines and regulations that elucidates the ways of modus operandi of Dubai Quality Group(DQG) Executive Committee about smooth administration of various prestigious awards of DQG that includes but not limited to selection of assessors, formation of assessors team, deputation of assessor team for various applicants of the relevant awards, liaison with the assessor team and effective and effective coordination with the jury of the relevant awards and hence concluding the relevant awards. It is a systematic, documented, structured and controlled document to direct, operate, and control a particular award administration. It sets a policy procedure about how to run an award, how to keep its financial health sustainable, how to make it comply with the local regulations and sets the roles, responsibilities, and authorities of the relevant Executive Committee members and DQG top management.

2.OBJECTIVES & PURPOSE

Objectives- The objective of this framework is to develop a documented structured and controlled guidelines about how to control, run, and guide the day to day's activities of a particular award like appointment of Executive Committee members, their roles and responsibilities, the relevant Key Performance Indicators (KPI).

Purpose- The purpose of this Executive Committee governance framework is to ensure that DQG maintains its brand image and reputation in terms of various award administration.

3. SCOPE OF THE EXECUTIVE COMMITTEE GOVERNANCE

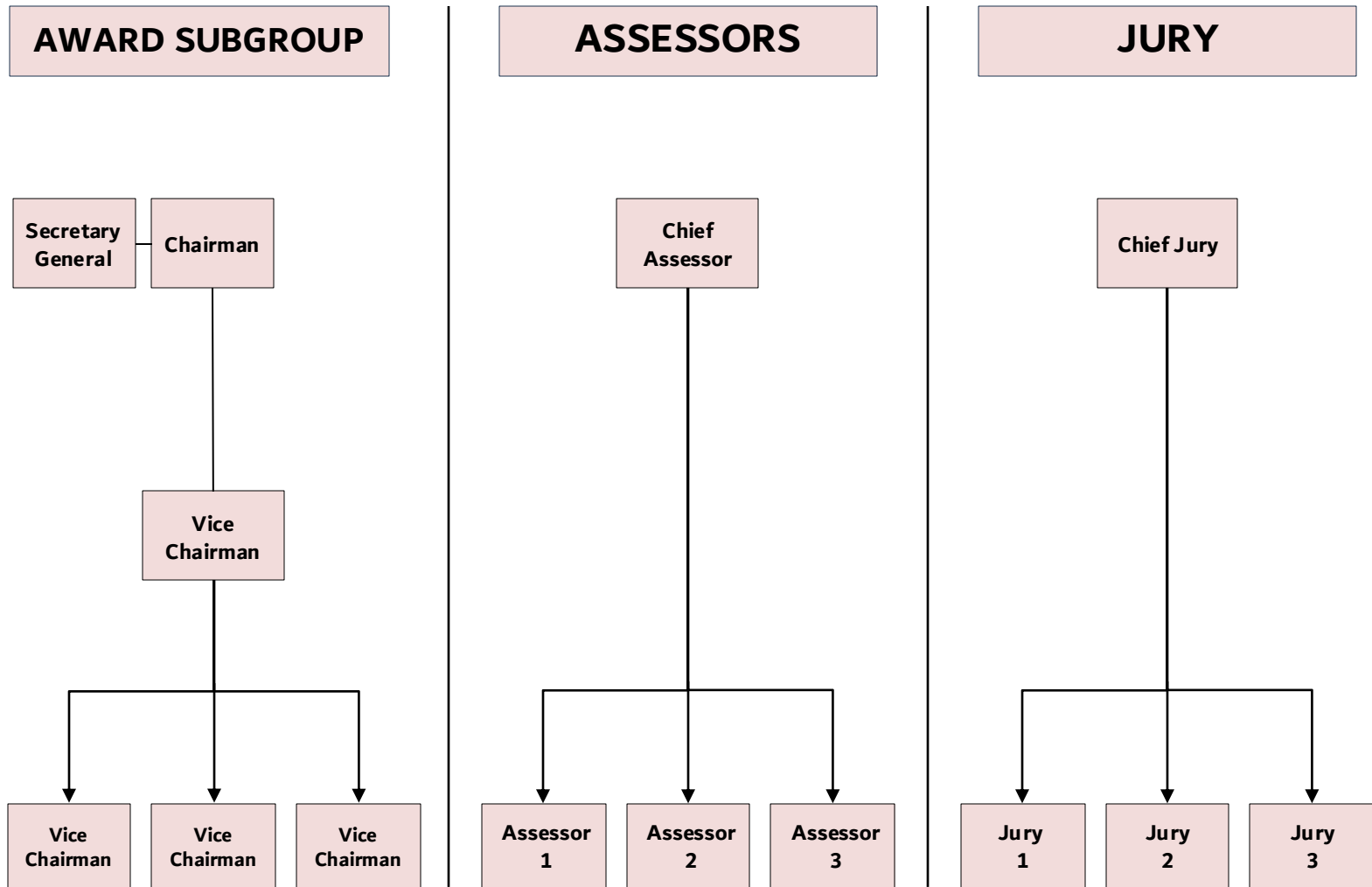
1. Emirates Women Award (EWA)
2. UAE Innovation Award (UAE IA)
3. Ideas Arabia Award
4. UAE Ideas Award
5. Global Continual Improvement Award (GCIA)
6. Medical Excellence MENA Award
7. Global Artificial Intelligence Award (GAIA)
8. Global Sustainability Award

4. RESOURCE REQUIREMENT & SELECTION CRITERIA

Various resources are required to run Executive Committee functions.

- a. Chairman
- b. Vice Chairman
- c. Secretary General
- d. Member-1
- e. Member-2
- f. Member-3

DQG Top Management



The selection of the Chairman, Vice Chairman, General Secretary, and other members of the Executive Committee is made by the unanimous decision of the DQG Chairman, Managing Director and the relevant top management.

5. EXECUTIVE COMMITTEE MODUS OPERANDI

1. Article 1 - Executive Committee Definition & Purpose:

An Executive Committee is a group of DQG members who have a common interest in a particular subject knowledge area. Executive Committees are promoted by DQG to facilitate focused learning and knowledge sharing relating to, and administering, running, and successful completion of various prestigious awards of DQG.

2. Article 2 - Activities:

Executive Committees plan and organize seminars, workshops, conferences, benchmarking programs, knowledge sharing sessions, education programs, publications, run and administer various prestigious awards of DQG.

3. Article 3 - Membership

- a. All DQG members who are employees of DQG's member organizations or are members of DQG in their individual capacities are eligible to apply for membership of one or more Executive Committees promoted by DQG.
- b. A DQG member is required to fill out a membership form to become a member of the Executive Committee of his/her interest. This form will be controlled by DQG's Executive Committee Coordinator.

4. Article 4 – Structure

a. Formation:

Proposal by members: A minimum of 6 DQG members (individuals) who are in good standing can come together and propose the formation of an Executive Committee in writing to DQG's Managing Director, who will put it up before the Board of Directors.

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Formation by DQG Board of Directors (BOD): Alternatively, DQG BOD may decide to form a new Executive Committee based on DQG's strategic priorities and invite all DQG members to join it.

- b. **Executive Committee:** Each Executive Committee will be managed by an Executive Committee consisting of six members minimum in the positions of: 1) Chair, 2) Vice Chair, 3) Secretary General, plus three members. Their responsibilities are directed at managing regular activities of the Executive Committee that are given in the following roles and responsibilities paragraph.
- c. **Appointment and Tenure of ExCom:** The chairman of DQG will appoint the ExCom for three years.
- d. **Limitation on Participating in ExCom:** A DQG member cannot be an ExCom member of more than two Executive Committees to be able to give adequate time and attention to his/her responsibilities as ExCom members, and an exception can be granted by the chairman of DQG.
- e. **Taskforces / Working Groups:** To implement its strategy, the Executive Committee's ExCom may constitute working groups or taskforces to accomplish specific goals. The taskforces or working groups will consist of registered members of the Executive Committee and shall be headed by one of the ExCom members.
- f. **Liaison with DQG BOD:** DQG Chairman may appoint members of the BOD to liaise with one or more Executive Committees. The BOD member in charge shall attend Executive Committee ExCom meetings.

5. Article 5 - Management of the Executive Committee

- a. **ExCom Meetings:** The Executive Committee's ExCom will meet at regular intervals, at least 4 meetings in a year, to make decisions and review progress.
- b. **Decision making:** The minimum quorum for decision making would be (4) members present from the ExCom. Decisions will be made by consensus. If at all necessary, anonymous voting will be carried out to decide. In case of a tie, the Chairman's decision will be final.
- c. **Report to BOD:** The Executive Committee will report to the DQG Top Management (Chairman or MD) in writing and/or by presentation, at least once in a quarter (or more frequently, if required by the Top Management) on the progress of the Executive Committee's activities.
- d. **Responsibilities of ExCom Members:** The members of the Executive Committee will discharge their responsibilities as mentioned in the following paragraph of roles and responsibilities with diligence. In the case of the unavailability of a member for a certain period, he/she will request the Chair to re-allocate his/her responsibility to another person.
- e. **Special Meetings:** A special meeting may be called at any time by the Chair of an Executive Committee or the BOD member in charge of the Executive Committee through a written. Request to all ExCom members stating the purpose of the meeting. The special meetings shall be limited to the stated purpose.

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6. Article 6 - Strategic Plan, Budget, and Financial Resources

- a. **Strategic Plan and Budget:** Each Executive Committee ExCom shall develop a **strategic plan** for a period of **three years**. It shall include **mission, vision, goals, and key strategic initiatives, with the responsibilities** allocated to respective ExCom members. The plan shall also include the financial and other resources required to meet the goals. The ExCom should also prepare an **annual calendar** of its proposed events (conferences, workshops, seminars, and other programs) and submit it to the DQG Board of Directors so that these could be appropriately integrated into DQG's overall calendar of events.
- b. **Financial Resources:** Each Executive Committee is expected to plan and manage its activities in such a way that it becomes self-financing, though DQG may provide financial support initially to new Executive Committees and for some of the strategically key programs of the existing Executive Committees. DQG management and the Board of Directors will try to allocate financial resources to the Executive Committees based on DQG's strategic priorities and the performance of various Executive Committees.

7. Article 7 - Authorities of the Executive Committee Chair / ExCom

- a. **Relationship with Third Parties:** Neither any DQG Executive Committee Chair nor ExCom will have any authority to commit DQG to any third party financially or otherwise. **All contracts, MOUs and purchase orders will be authorized and released by the Managing Director of DQG.** The Chair / ExCom of any DQG Executive Committee can only make proposals/recommendations to DQG BOD for the programs that require financial or otherwise commitment by DQG and /or involve DQG's liability.
- b. **Public Announcements:** Executive Committee Chair should obtain approval of the managing director of DQG before making any public announcement, as well as making any correspondence with DQG's partner organizations and Government agencies.

8. Article 8- Discontinuation

- a. **Removal of an ExCom Member:** Executive Committee ExCom members who fail to abide by DQG rules and regulations, and/or fail to perform the tasks allocated to them
and/or remain absent for more than 3 consecutive ExCom meetings and/or adversely affect teamwork and harmony in the DQG would be removed from the ExCom by DQG Chairman based on the recommendation of the Executive Committee's Chairperson or otherwise.
- b. **Discontinuation of Executive Committee:** An Executive Committee may be discontinued if the chairman of DQG judges, based on DQG members' feedback, that the Executive Committee is not making any reasonably valuable contribution to the body of DQG members and the community at large.

EXECUTIVE COMMITTEE GOVERNANCE FRAMEWORK

9. Article 9

ExCom KPI of each subgroup

S. N	Activities	UOM	KPI	Frequency
1	Organize meetings	Number	1	Qtly
2	Influence applicants to apply for awards	Number	1	Yearly
3	Support DQG in conducting local/regional benchmarking Practices	Number	1	Qtly
4	Promote DQG awards in local/regional market	Number	1	Yearly

10. Article 10

Executive Committee Members Selection

The selection of all members of a particular Executive Committee has been adequately narrated in Section 6 on the following pages.

11. Article 11

Executive Committee Members' Roles and Responsibilities

The roles and responsibilities of all members of a particular Executive Committee have been adequately narrated in Section 7 on the following pages.

12. Article 12

High-level map of Executive Committee functions

A high-level map of an Executive Committee function has been captured in section 8 on the following pages.

13.Article 12

Review Frequency

A documented structured controlled and sustained review frequency and the mode of review of Executive Committee function has been captured in section-10 on the following pages.

14.Article 13

Amendments to the Bylaws

These Bylaws can be amended at any time by DQG's Board of Directors by passing a resolution with a simple majority in a meeting of the BOD.

15.Article 14

Approval

These Bylaws Articles are approved by DQG's BOD's and signed by the BOD's Chairman

6. SELECTION CRITERIA FOR EXECUTIVE COMMITTEE

Chairman

An Executive Committee chairman will be selected by DQG chairman or MD based on the core competency, expertise, academic qualification, professional qualification, soft skills, projects handled in the past.

Vice Chairman

An Executive Committee chairman will be selected by DQG chairman or MD based on the core competency, expertise, academic qualification, professional qualification, soft skills, projects handled in the past.

General Secretary

An Executive Committee chairman will be selected by DQG chairman or MD based on the core competency, expertise, academic qualification, professional qualification, soft skills, projects handled in the past.

Member

An Executive Committee chairman will be selected by the DQG chairman or the MD based on the core competency, expertise, academic qualification, professional qualification, and soft skills.

projects handled in the past.

6. EXECUTIVE COMMITTEE MEMBER ROLES & RESPONSIBILITIES

Chairman

- a. Selection of the chairman will be made by the DQG chairman or the MD.
- b. Act as a custodian of the award.
- c. In case of a dormant member, his/her performance will be reviewed for a particular quarter
and based on their/performance, an action might be taken by the Executive Committee chairman about his/her active presence in the particular Executive Committee.
- d. Should meet DQG MD to review the Executive Committee performance and KPI quarterly.
- e. Support in getting the award distribution ceremony venue booked to facilitate the function.
- f. Approve the award framework, submission template, feedback report, award guidelines, accessor books, and training materials, amend if necessary.
- g. Support in organizing training for the award assessors, team leaders and applicants.
- h. Promote DQG brand in local/regional/international market.

Vice Chairman

- a. Overall monitor and supervise the award and ensure it runs smoothly across the cycle.
- b. Keep tracking on overall activities of the award.
- c. Promote DQG brand in local/regional/international market.

Secretary General

- a. Support members in realizing their objectives, Support members in getting the award sponsors.
- b. Use personal influence to market the award in the contemporary market.
- c. Act as a channel between the members and Vice Chairman with regards to all awards protocols
- d. Communicate to Vice Chairman to schedule a Jury Meeting to discuss the winner's summary.
- e. Support in shortlisting the CV of potential applicants to be a member of Executive Committee.
- f. Promote DQG brand in local/regional/international market.

Member

- a. Support team leader to ensure timely and unbiased assessment.
- b. Support DQG to getting the award sponsorship.
- c. Regular communication with the team leaders to get the final scoring sheet of each applicant.
- d. Communicate with the Secretary General to schedule a Jury Meeting to finalize the winners.
- e. Keep in touch with DQG office to get a summary of winner's strengths, opportunity for improvement, and score.
- f. Executive Committee member will be joining by official invitation.
- g. Promote DQG brand in local/regional/international market.

Award Assessment Team Leader

- a. Ensure to meet deadline of the award calendar.
- b. Liaison with the applicant team for any submission clarification, schedule a meeting, schedule site visit assessment.
- c. Support assessors to complete desktop assessment and site visit assessment.
- d. Communicate with DQG point of contact for any rescheduling of the site visit date if any.
- e. Collect individual assessor report in terms of strength, scope for improvement, and scoring for each sub criteria of all criteria.
- f. Document feedback report of the applicant and send to DQG.

- g. Evaluate all assessor of his/her assessment team about their performance, commitment, expertise, and integrity across the assessment cycle and report to DQG office.

Award Assessment Assessors

- a. Attending Assessors training and workshop.
- b. Support the team leader and deputy team leader and follow their guidelines.
- c. Conduct desktop/onsite assessment, capture strengths, scope for improvement for each sub criteria of all criteria. Complete scoring sheet of the assigned applicant.
- d. All applicant's liaison is to route through DQG office, not by assessment team separately.
- e. Support and attend in Site Visit on applicant's side, conduct SV assessment.
- f. Gather objective evidence for cross references of the submission.
- g. Make final scoring and revise strength, scope for improvement.
- h. Preparing scoring and attending score consensus meeting under team leader.
- i. Help team leader to document feedback report.
- j. All assessors must sign NDA and code of conduct before pursuing the assessment cycle.

Award Jury Head

- a. Review the summary of all applicants score, strengths, and scope for improvement along with jury members.
- b. Ask members opinions and arrive at consensus.
- c. Based on voting, finalize the winner list, and formally approve for communication.
- d. Finalize the winner list and obtain DQG Chairman approval.

Award Jury Members

- a. Jury members are selected by mutual consensus of DQG Chairman, DQG MD.
- b. Review the summary of all applicants score, strengths, and scope for improvement.
- c. Ask justification of score from the award Executive Committee chairman for some random applicants
- d. Discuss with the team members and arrive at consensus. Finalize the winner list.

EXCEPTIONS

8. All exceptions must be approved by the DQG Chairman or the Managing Director.

9. REVIEW FREQUENCY

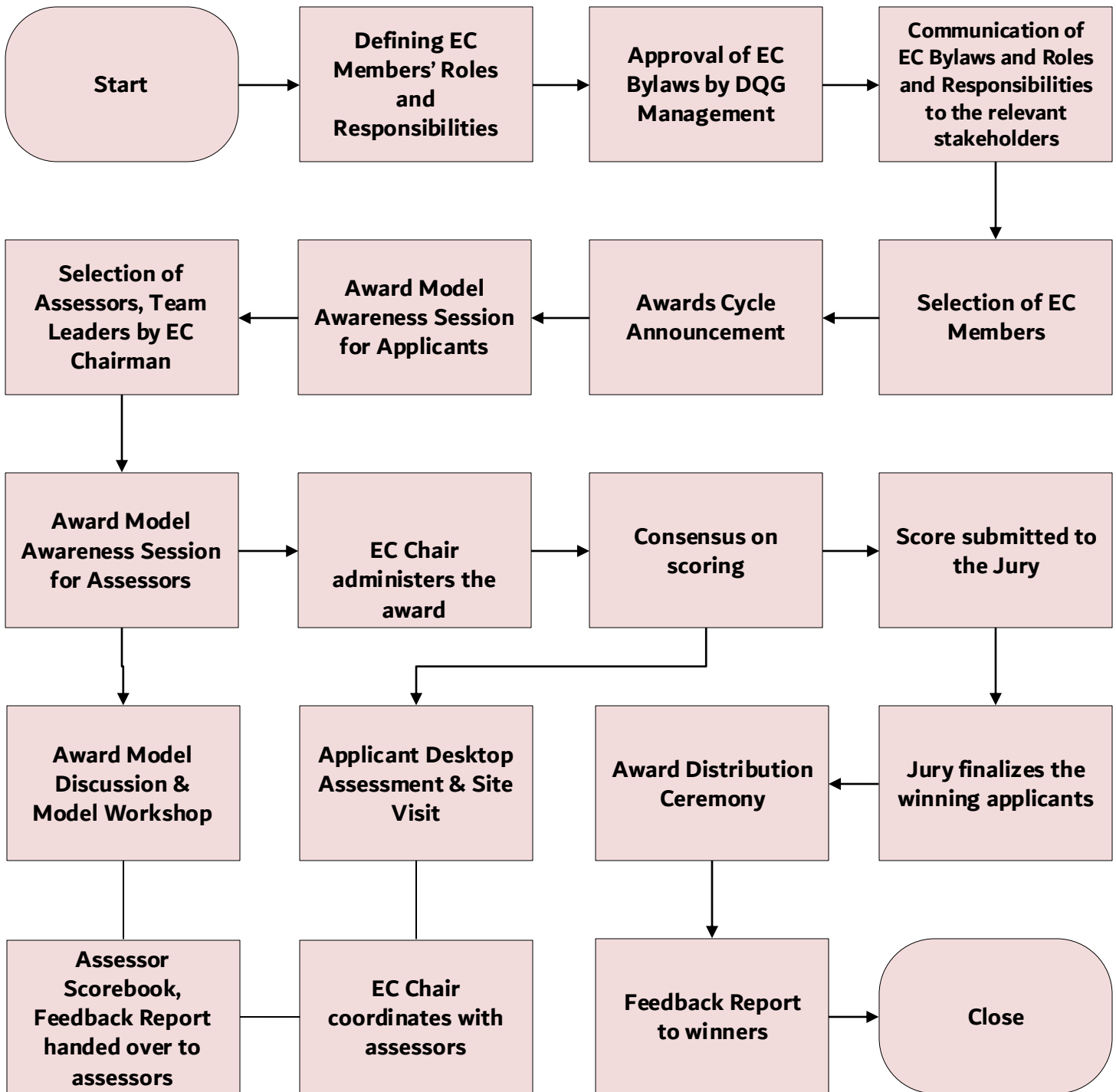
The document will be revised as and when it is needed to amend it subject to amendment incurred in

- a. Local Legislations & Federal Legislations
- b. Change in Executive Committee Executive Committee
- c. Change in roles and responsibilities of the Executive Committee
Executive Committee Members
- d. Commercial compliances

In case there is no such amendment and null changes are to be made, even though the procedure needs to be reviewed after a period of three years and must be signed by the relevant authorities and must be communicated to the relevant stakeholders.

EXECUTIVE COMMITTEE GOVERNANCE FRAMEWORK

HIGH-LEVEL PROCESS MAP



DQG AWARD STRUCTURE & GOVERNANCE

JOB DESCRIPTION-SUBGROUP

- **Job Description-Member**

1. Support the team leader to ensure a timely and unbiased assessment.
2. Develop flyers to market the award in the public domain. Support DQG to get the award sponsorship.
3. Regular communication with the team leaders is required to get the final scoring sheet for each applicant.
4. Communicate with the Secretary General to schedule a Jury Meeting to finalise the winners.
5. Keep in touch with DQG office to get a summary of winner's strengths, opportunity for improvement, and score.

- **Job Description-Secretary General**

1. Extend logistics support to members in realising their objectives, and support members in getting the award sponsors.
2. Use personal influence to market the award in the contemporary market.
3. Act as a channel between the members and the Vice Chairman with regards to all award protocols
4. Communicate with the Vice Chairman to schedule a Jury Meeting to discuss the winner's summary.
5. Support in shortlisting the CVs of potential applicants to be a member of the subgroup.

- **Job Description-Vice Chairman**

1. Overall, monitor and supervise the award and ensure it runs smoothly across the cycle.
2. Review the award framework, submission template, feedback report, award guidelines, accessor books, and training materials, amend if necessary.
3. Keep a track of the award performance from its genesis to its closing ceremony.
4. Keep tracking the overall activities of the award.
5. Promote DQG brand in local/regional/international markets.

- **Job Description-Chairman**

1. Act as a custodian of the award.

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2. Communicate with the HH office to get calendar booked on the day of awards distribution ceremony.
3. Support in getting the award distribution ceremony venue booked to facilitate the function.
4. Approve the award framework, submission template, feedback report, award guidelines, accessor books, and training materials, amend if necessary.
5. Support in organizing training for the award assessors, team leaders and applicants.

JOB DESCRIPTION- ASSESSOR

• Job Description-Assessors

1. Submit NDA and Code of ethics signed document to DQG office and accept to serve voluntarily for the award.
2. Attending Assessors training and workshop.
3. Support the team leader and deputy team leader and follow their guidelines.
4. Conduct desktop assessment, capture strengths, scope for improvement for each sub criteria of all criteria.
5. Complete scoring sheet of the assigned applicant
6. Support and attend in Site Visit on applicant's side, conduct SV assessment.
7. Gather objective evidence for cross references of the submission.
8. Make final scoring and revise strength, scope for improvement.
9. Attending score consensus meeting under team leader.
10. Help team leader to document feedback report.

• Job Description-Team Leader

1. Ensure to meet deadline of the award calendar.
2. Liaison with the applicant team for any submission clarification, schedule a meeting, schedule site visit assessment.
3. Support assessors to complete desktop assessment and site visit assessment.
4. Communicate with DQG point of contact for any rescheduling of the site visit date if any.
5. Collect individual assessor report in terms of strength, scope for improvement, and scoring for each sub criteria of all criteria.
6. Document feedback report of the applicant and send to DQG.

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JOB DESCRIPTION- JURY MEMBERS

Job Description-Jury Members

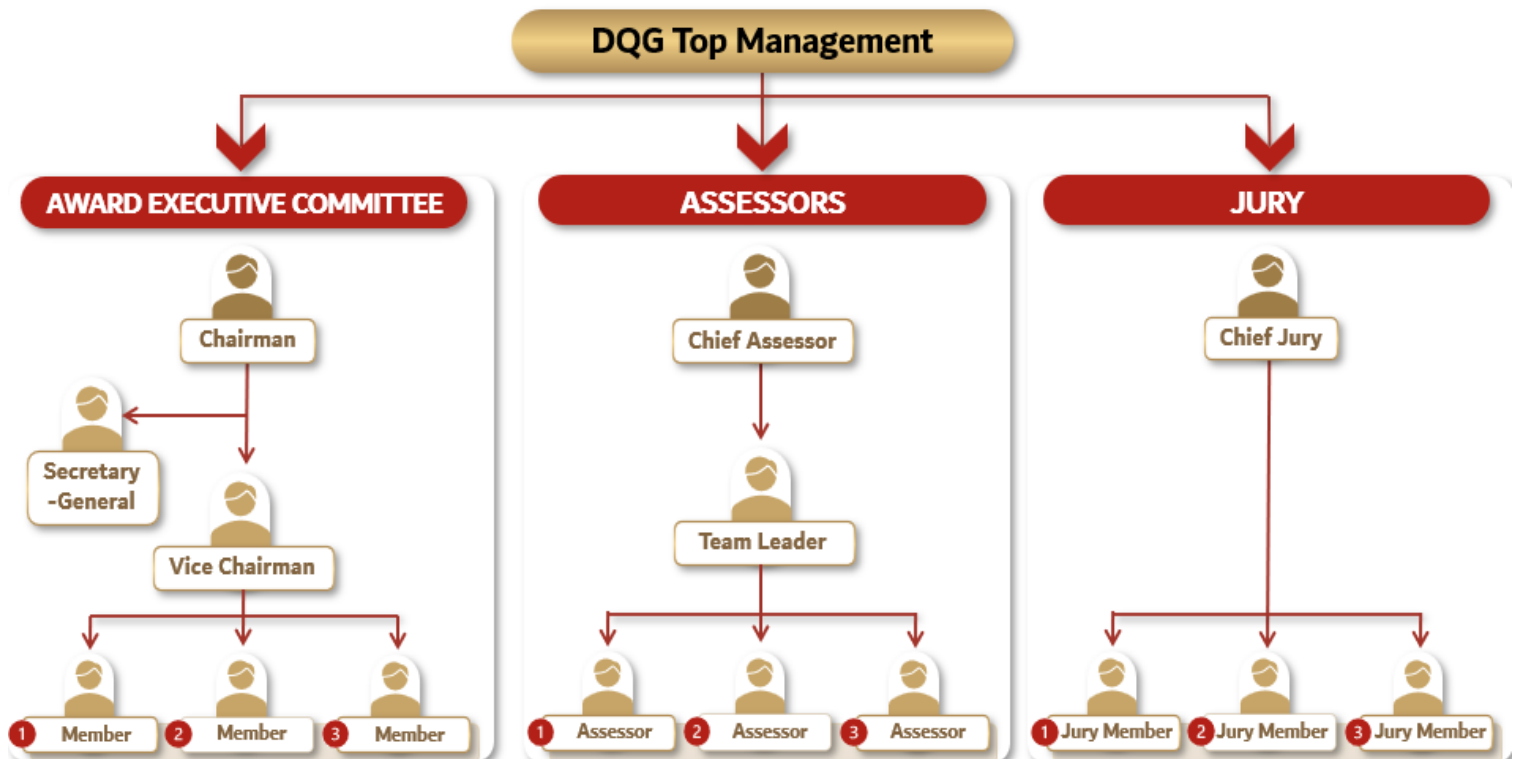
1. Review the summary of all applicants' scores, strengths, and scope for improvement.
2. Ask justification of the score from the chairman for some random applicants
3. Discuss with the team members and arrive at a consensus.
4. Finalize the winner list.

Job Description-Jury Head

1. Review the summary of all applicants' scores, strengths, and scope for improvement along with the jury members.
2. Ask members' opinions and arrive at a consensus.
3. Finalize the winner list and formally approve the list.

WORKFLOW

DQG AWARDS STRUCTURE & GOVERNANCE



The group Members' and Assessors' numbers may vary based on the award requirements.

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Thank you!