



PAWI
SINCE 1910

PENTECOSTAL ASSEMBLIES
OF THE WEST INDIES

2026-2030

POLICY

— GUIDELINES —
for Persons Holding
Multiple Offices
In PAWI

GETTING IT
RIGHT.
THE Capacity
TO DO



Pentecostal Assemblies of the W.I.

Multi-Office Role Policy

1. Purpose

This policy provides clear guidelines for Members of PAWI Executives and other office holders who simultaneously hold multiple offices within the organization. It establishes governance principles, human resource safeguards, and procedural standards that apply at the General, National, and District levels. Additionally, it offers guidance for individuals performing multiple roles, especially in situations where those roles may compete or present potential conflicts of interest. The policy aims to:

- Promote transparency and accountability in decision-making.
- Safeguard the integrity of PAWI's spiritual and administrative processes.
- Prevent conflicts of interest and undue influence.
- Ensure that responsibilities are carried out effectively, fairly, and in an orderly manner.
- Protect both the organization and its officers through fair process and proper documentation.
- Provide clarity on boundaries, expectations, and ethical standards for office holders.
- Strengthen trust among members and the wider public by demonstrating a commitment to good governance.
- Establish mechanisms for resolving disputes arising from overlapping roles.
- Encourage collaborative leadership while guarding against unhealthy concentration of authority.

2. Guiding Principles

- **Spiritual and Moral Integrity:** All interactions shall be governed by Christian principles, the Scriptures, and the Constitution and Bylaws of PAWI.
- **Accountability:** All officers are accountable to PAWI's governance systems and to one another in Christian conduct and public trust.
- **Role Integrity:** Each office shall be exercised with full integrity, honouring its distinct responsibilities, authority, and reporting lines.
- **Fairness and Impartiality:** Decisions shall be made without bias, favouritism, or improper influence.
- **Collaborative Governance:** Conflicts of hierarchy must be resolved through dialogue, transparency, and adherence to established organizational structure.

3. Definitions

- **Superior Role:** A position that holds administrative or spiritual authority over another office.
- **Subordinate Role:** A position that reports to or is accountable to another office.
- **Dual-Role Conflict:** A situation in which an individual simultaneously holds positions that make them both superior and subordinate within the same organizational structure, or where overlapping responsibilities place them as both a participant in an issue and the authority responsible for resolving it.
- **Conflict of Interest:** Any situation in which personal, relational, financial, or institutional interests could improperly influence, or appear to influence, the faithful execution of one's duties.

4. Role Execution Guidelines

- PAWI Officers shall operate within the scope and authority of their respective offices.
- Decisions shall be made based on the authority vested in the specific role being exercised at the time.
- No officer shall use one role to improperly influence decisions in another role.
- Where role boundaries become unclear, guidance shall be sought from the appropriate Executive body or the Ethics and Governance Committee.

5. Dual-Role Conflict

When an individual holds multiple roles, the operative authority is determined by the context of the meeting or decision.

- *Example:* In a District Executive Meeting, the ***District role*** takes precedence. Similarly, in a General Executive Meeting, the General Executive role takes precedence, even if the individual also holds a District office.
- Where ambiguity arises, the matter should be referred to the Ethics and Governance Committee for clarification and guidance.

6. Dual-Role Protocol for Meeting Chairs

When the Chair of a meeting is required to present a report or otherwise participate in the proceedings in a subordinate capacity, *for example*, when the Chair of the Board of Governors also serves as Principal or employee of WIST, the following procedure shall apply:

1. **Temporary Transfer of Chair Prior to presenting reports:** The Chair shall formally relinquish the chairing role to the designated Assistant Chair (or Vice-Chair).

Dual-Role Protocol For Meeting Chairs (Continued)

2. **Presentation in Subordinate Role:** The individual shall then deliver the report or participate in discussion solely in their subordinate capacity, without exercising the authority of the Chair.
3. **Reclamation of the Chair:** After the report is received and any related discussion concluded and recorded, the presiding authority shall revert to the Chair.
4. **Record of Minutes:** The Minutes of the meeting shall clearly record the transfer and reclamation of the chair to ensure accountability and transparency.

7. Disciplinary/Appeal Matters Involving Multi- Role Leaders

When a person holds multiple offices within PAWI, special caution must be taken to preserve fairness, impartiality, and due process.

1. Mandatory Recusal

Where a disciplinary matter involves an officer in one of their roles and escalates to level where they also hold authority. That officer shall recuse themselves from all deliberations, decisions, and related communications. The recusal is mandatory and non-negotiable.

2. Temporary Delegation of Authority

Upon recusal, oversight responsibilities shall be temporarily delegated to:

- The appropriate **Assistant Officer**, or
- Another individual appointed by the relevant **Executive body**.

Disciplinary/Appeal Matters Involving Multi-Role Leaders (Continued)

3. Documentation and Accountability

All recusals, delegations, and decisions shall be **formally documented** including:

- The reason for recusal,
- The person appointed, and
- The duration of the delegation.

4. Due Process and Fair Treatment

Any person subject to disciplinary review shall be entitled to:

- Written notice of the matter under review,
- A reasonable opportunity to respond,
- Consideration by an impartial body, and
- A written outcome or decision.

No person shall investigate, prosecute, or adjudicate the same matter.

8. Red-Flagging and Recusal

Any officer, who becomes aware of a conflict of interest, procedural irregularity, or ethical concern, has a duty to immediately raise a red flag.

Red flagging may be initiated by any member or officer present at a meeting. When a red flag is raised during a meeting, the following process shall apply:

Red-Flagging and Recusal (Continued)

- The Chair shall ensure the concern is addressed and recorded in the minutes.
- Where the red flag involves the Chair, the Assistant Chair shall assume presiding authority.
- The conflicted officer must formally declare the conflict and withdraw from all related deliberations, votes, and influence
- Failure to red-flag or recuse in such dual-role scenarios shall constitute a breach of governance duty and may be subject to disciplinary review under PAWI's Bylaws and Constitution.
- Where necessary, the officer may be required to leave the room during deliberations on the matter.

9. Protocol Safeguard

9.1 Role Declaration

- Upon appointment or election, members must declare all offices held within PAWI.
- The International Office shall maintain a registry of multi-office holders.

9.2 Orientation and Training

- Officers holding multiple roles shall receive training in role separation, role conflict management, and governance ethics upon assuming a second office and at least once every four-year term thereafter.

9.3 Oversight and Accountability

- PAWI shall appoint and maintain an Ethics and Governance Committee that will be responsible for monitoring compliance with this policy.
- Breaches shall result in review, mediation, or disciplinary action as per PAWI's Constitution and Bylaws.

10. Employment, Appointment, and Status Clarification

- Officers may serve in different capacities, including volunteer, elected, appointed, or employee.
- Holding multiple offices does not automatically create an employment relationship, entitlement to remuneration, or tenure.
- Where an individual is both an employee and an officer, each role shall be governed by its own terms of reference, job description, and accountability structure
- Nothing in this policy shall be interpreted as creating a contract of employment where none otherwise exists.

11. Conflict of Interest Disclosure

- All multi-office holders shall submit an annual Conflict of Interest Declaration and update it within 30 days of any material change.
- Conflicts may include financial interests, employment relationships, family or close personal relationships, or institutional loyalties.
- Failure to disclose a material conflict may constitute misconduct and grounds for disciplinary review

12. Records, Confidentiality, And Data Protection

- All records relating to recusals, disciplinary matters, conflict declarations, and delegations shall be securely maintained by the appropriate PAWI office.
- Access shall be limited to authorized persons only.
- Breach of confidentiality shall constitute misconduct and may be subject to disciplinary review.

13. Legal and Regulatory Compliance

- This policy shall be interpreted in harmony with PAWI's Constitution and Bylaws and applicable laws in the jurisdictions where PAWI operates.
- Where conflicts arise between this policy and civil law, PAWI shall seek appropriate legal counsel and act in a manner consistent with both legal compliance and ecclesial integrity.
- Nothing in this policy prevents PAWI from fulfilling any legal reporting or compliance obligations.

14. Organizational Risk Management

- The Ethics and Governance Committee shall periodically assess risks arising from multi-office arrangements
- PAWI reserves the right to reassign duties, limit role combinations, or require relinquishment of a role where organizational integrity, public trust, or mission effectiveness is threatened.

15. Review and Amendments

- This policy shall be reviewed every four (4) years or as needed by the General Executive. Amendments must be approved by a two-thirds majority.

16. Policy Reflection

This policy shall be reflected in relevant procedural manuals, orientation materials, and governance training resources to reinforce the principle of role integrity and protect the credibility of PAWI's leadership and decision-making process.