

Chief Executive Employment Committee Policy

Category:	Governance
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Approved By:	Executive Committee
Contact Person:	The President

Introduction:

The purpose of this policy is to clarify the role and responsibilities of the Chief Executive Employment Committee.

Policy Statement:

The Chief Executive Employment Committee has the responsibility of employing, monitoring the performance of and removing the Association's Chief Executive.

Procedures:

The Chief Executive Employment Committee shall be formed from the Advisory Board and comprise of:

- a) The President;
- b) Two external member of the Advisory Board with relevant skills and experience.

The Chief Executive Employment Committee shall deal with all matters to do with the employment of the Chief Executive, including:

- a) developing performance objectives with the Chief Executive and the incoming President;
- b) overseeing the conduct of the review;
- c) reviewing performance against the agreed performance targets;
- d) conducting performance discussions with the Chief Executive;
- e) reviewing the remuneration and other benefits of the Chief Executive; and
- f) reviewing and making recommendations where the performance or conduct of the Chief Executive has not been satisfactory
- g) drafting and reviewing of the Chief Executive's job description.

The Chief Executive Employment Committee shall make recommendations regarding all matters to do with the employment of the Chief Executive to the Advisory Board for ratification. The Chief Executive Employment Committee shall also normally be responsible for appointing and removing the Chief Executive.

The Chief Executive Employment Committee may choose to gain the input and advice from members of the Executive Committee and Advisory Board when appointing the Chief Executive by holding presentations by prospective candidates. However the appointment of the Chief Executive shall only require ratification by the Advisory Board.