

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 (chair);
- 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) draft and review Chief Executive's job description and contract on an as required basis and;
- a) developing performance objectives with the Chief Executive;
- b) reviewing performance against the agreed performance objectives;
- c) support the Chief Executive's professional development;
- d) reviewing the remuneration and other benefits of the Chief Executive; and
- e) reviewing and making recommendations where the performance or conduct of the Chief Executive has not been satisfactory

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 be responsible for appointing and removing the Chief Executive. The Chief Executive Employment Committee has the authority to seek information and advice from specialists such as recruitment consultants, remuneration specialists, and employment lawyers.

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.

Frequency of meetings:

The Chief Executive Employment Committee will meet at least twice a year and more frequently if required. The committee will normally meet once the annual accounts have been received to sign off the previous year's objectives. The second meeting will be held at the end of the calendar year to review the year's objectives and to set objectives for the forthcoming year.