



EMPLOYMENT OF EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

INTRODUCTION

The Board of Community Veracity is responsible for the employment and monitoring of the organisation's Chief Executive Officer EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT, who is the highest-level staff member of the organisation.

PURPOSE

To stipulate policy and procedures relating to the appointment and conditions of employment for Community Veracity's EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT.

POLICY

Community Veracity will employ the best available person for the job of EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT, will utilise an open and transparent appointment process, and will be a good employer, providing fair and appropriate terms and conditions of employment.

When a new EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT is to be appointed, the position will be advertised in order to attract the widest possible range of potential applicants.

RESPONSIBILITIES

The responsibility for appointing, monitoring and terminating the employment of Community Veracity's EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT lies with the Board.

The process of advertising, interviewing and short-listing for the position of EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT is the responsibility of a committee that shall be set up by the Board for this purpose, with a membership selected by the Board. After due deliberation, this committee will make a recommendation to the Board.

The final decision for the appointment of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT is to be made by the full Board.



PROCEDURES

The position statement for the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT will be that approved by the Board. The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT's terms and conditions of employment are contained in the Contract negotiated and signed by the Chair (or a person delegated to this role by the full Board) and the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT. Procedures for the termination of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT's contract are to be contained in that Contract.

The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT's performance, remuneration and conditions of employment are to be reviewed annually by the Board, or a committee delegated to this role. Any variations to the Contract shall be negotiated by the Chair (or delegate) and ratified by the Board.

The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT and the Chair (or designated committee) will meet annually to carry out a formal appraisal of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT's performance based on criteria agreed to and set at the beginning of the monitoring period. The format and process for this meeting will be negotiated and agreed upon between the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT and the Chair/committee.