

POLICY 180: Executive Management Committee

Introduction

The Executive Management Committee is a standing committee of the Board of Education and shall deal with all **human resource** matters pertaining to the Superintendent of Schools/CEO and Secretary-Treasurer/CFO.

Policy

1. Membership

1.1 The Executive Staff Management Committee is comprised of three members: two Trustees elected at the **inaugural meeting of the Board or first regular Board meeting after October** (one of whom is elected as the Committee Chairperson) and the Chairperson of the Board of Education.

2. Scope of Functions

2.1 The Executive Staff Management Committee shall meet, as required, to:

- Conduct the evaluation of the performance of the Superintendent of Schools/CEO pursuant to Policy 181 - Superintendent of Schools/CEO Evaluation, using Form F181 - Superintendent of Schools/CEO Evaluation. (The Superintendent of Schools/CEO is responsible for conducting the evaluation of the Secretary-Treasurer/CFO.)
- Conduct the Annual Review of Performance of the Superintendent of Schools/CEO to be based on a survey as outlined in Policy 181 - Superintendent of Schools/CEO Evaluation.
- Review the Employment Contract of the Superintendent of Schools/CEO and Secretary-Treasurer/CFO on an annual basis.
- Negotiate the compensation package pursuant to the Employment Contract for the Superintendent of Schools/CEO and Secretary-Treasurer/CFO.
- Develop a process for filling the vacancy for the Superintendent of Schools/CEO and Secretary-Treasurer/CFO positions.
- Develop the terms of any new Employment Contract for the Superintendent of Schools/CEO and Secretary-Treasurer/CFO.
- Address any other matters referred to the Committee by the Board of Education.

2.2 The Executive Staff Management Committee will review and evaluate all policies directly pertaining to the Superintendent of Schools/CEO and Secretary-Treasurer/CFO.