



EMPLOYMENT OF MANAGER POLICY

Lake Baroon Catchment Care Group Inc

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Policy Number	008	Responsible person	Chair
Version	2019	Approved by Committee on	
Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

The Management Committee of Lake Baroon Catchment Care Group is responsible for the employment and monitoring of the organisation's Manager, 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 the Lake Baroon Catchment Care Group Manager.

Policy & Procedure

Lake Baroon Catchment Care Group will employ the best available person for the job of Manager, will utilise an open and transparent appointment process and will be a good employer, providing fair and appropriate terms and conditions of employment.

1. The responsibility for appointing, monitoring and terminating the employment of Lake Baroon Catchment Care Group's Manager lies with the Management Committee.
2. When a new Manager is to be appointed, the position will be advertised in order to attract the widest possible range of potential applicants.
3. The process of advertising, interviewing and short-listing for the position of Manager is the responsibility of a sub-committee that shall be set up by the Management Committee for this purpose. After due deliberation, this committee will make a recommendation to the Management Committee.
4. The final decision for the appointment of the Manager is to be made by the full Management Committee.
5. The Manager'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 Management Committee) and the Manager.
6. The process of termination of the Manager's contract is contained in that Contract.

7. The Manager's performance, remuneration and conditions of employment are reviewed on an annual basis by the Management Committee, or a sub-committee delegated to this role. Any variations to the Contract shall be negotiated by the Chair (or delegate) and ratified by the Management Committee.
8. The Manager and the Chair (or designated sub-committee) will meet annually to carry out a formal appraisal of the Manager'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 Manager and the Chair/committee.

Related Policies

Acceptable Use of Vehicles & Equipment Policy