



<b>College of Paramedics of Manitoba</b>		
Terms of Reference Name: <b>Executive Director Performance Appraisal Committee</b>	Terms of Reference Number: <b>GP-15</b>	Total # of Pages: <b>2</b>
Approval Signature: <i>Original Signed by J. Wade</i>	Section: <b>Governance</b>	
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**1.0 PURPOSE**

The sole authority of the committee on the Executive Director’s Performance Appraisal is to conduct a performance appraisal and to prepare a report for presentation to council, based on strategic direction and executive expectations provided by the Council.

**2.0 DEFINITIONS**

N/A

**3.0 PRODUCTS**

- 1) Performs the annual performance review of the Executive Director which shall occur no later than one month following the end of the Executive Director’s anniversary date.
- 2) Prepares an Executive Director Performance appraisal report for the Council.
- 3) The Committee will meet with the Executive Director to give the performance appraisal.
  - a. Only the Council acting as a body can employ, terminate, discipline, or change the conditions of employment of the Executive Director.
  - b. The outcome of the performance review will be determinative of any merit increase.
- 4) Conducts a formal 360 degree appraisal of internal and external stakeholders at a time interval that is established by the Council. The Committee may recommend to Council that it be held sooner, if there is a need.
- 5) Prepares a report which shall be based on the Council’s monitoring of the College’s strategic directions, vision, mission, executive expectation policies and Council-Executive Director relationships policies, direct Council observation, and the current position profile.

**Composition and Terms of Office**

The Committee will include the Council Chair, Chair-Elect and one other Council member, at least one of which shall be a public representative.



**Frequency of Meetings**

Meetings to be held as necessary at the call of the Chair

**Quorum**

Quorum for the Committee is all Committee members.

**Accountability**

The Executive Director Performance Appraisal Committee reports directly to Council.

**Resources**

Support to the Executive Director Performance Appraisal Committee is provided by the College Executive Assistant