



| College of Paramedics of Manitoba | | |
|--|---|------------------------------------|
| Policy Name: Executive Director Monitoring | Policy Number: CE-1 | Total # of Pages: 2 |
| Approval Signature: <i>Original Signed by J. Wade</i> | Section: Council Executive | |
| Original Approval Date: February 26, 2020 | Last Revision Date: February 1, 2023 | Next Review Date: February 2026 |

1.0 PURPOSE

To outline the accountability relationship between the Council and the Executive Director.

2.0 POLICY

- 2.1 The Executive Director shall be appointed by and responsible to the Council
- 2.2 The Council will outline the expectations of and related risk boundaries for the Executive Director with regard to operational execution of the College.
- 2.3 The Council will direct the Executive Director to achieve certain results, for certain recipients, at a certain cost, through the establishment of strategic directions. The Council will limit the latitude that the Executive Director may exercise in practices, methods and conduct related to the strategic directions through establishment of executive expectations policies.
- 2.4 The Executive Director is authorized and required to establish all further policies, make all decisions, take all actions and develop all activities, provided the Executive Director uses any reasonable interpretation of the Council's strategic directions and executive expectations policies.
- 2.5 An annual performance review is required and shall be based upon the monitoring of the College's strategic directions, vision, mission, executive expectation policies and Council-Executive Director relationships policies, direct Council member observation, and the current position profile.

3.0 PROCEDURE

- 3.1 A given policy will be monitored in one of the following ways:
 - 3.1.1 Internal report: Documentation of compliance and methods of achievement to the Council from the Executive Director.



- 3.1.2 External report: Documentation of compliance by an impartial, external auditor, inspector or judge who is selected by and reports directly to the Council. Such reports must assess executive performance only against policies of the Council unless the Council has previously indicated that party's opinion to be the standard.
- 3.1.3 Direct Inspection (Council directly reviews results/compliance)
- 3.1.4 The Governance Committee will be responsible for establishing regular cycles for policy review/monitoring. Recommended changes to policy and/or instances of policy non-compliance will be brought forward to the Council as part of routine reports.
- 3.2 Monitoring reports provided by the Executive Director to Council will be used by the Executive Director Performance Appraisal Committee when evaluating the performance appraisal of the Executive Director.
- 3.3 Only the Council acting as a body can employ, terminate, discipline, or change the conditions of employment of the Executive Director.