



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

The sole authority of the committee on the Executive Director/Registrar’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/Registrar which shall occur no later than one month following the end of the Executive Director/Registrars anniversary date.
- 2) Prepares an Executive Director/Registrar Performance appraisal report for the Council.
- 3) The Committee will meet with the Executive Director/Registrar 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/Registrar.
 - 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/Registrar 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/Registrar Performance Appraisal Committee reports directly to Council.

Resources

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