



College of Paramedics of Manitoba		
Policy Name: Monitoring Executive Director/Registrar Performance	Policy Number: GP-20	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 PURPOSE

Annual monitoring of the Executive Director/Registrar’s job performance will be solely against the expected Executive Director/Registrar position outputs: organizational operation and accomplishment of Council policies within the boundaries established in the Executive Expectations.

2.0 DEFINITIONS

Council – For the purposes of this policy, Council shall mean the entire Council of the College of Paramedics of Manitoba.

Monitoring – Simply to determine the degree to which Council policies are being fulfilled.

ED/Registrar Performance Appraisal Committee – Committee comprised of Council Officers; Chair, Chair-Elect and Treasurer

3.0 POLICY

3.1 The Council will acquire monitoring information by one or more of three methods:

3.1.1 By internal report, in which the Executive Director/Registrar discloses interpretations and compliance information to the Council;

3.1.2 By external report, in which an external third party (or parties) selected by the Council assesses compliance with Council policies; or

3.1.3 By direct Council inspection, in which a designated member or members of the Council assess compliance with the appropriate policy criteria.

4.0 PROCEDURE

4.1 In every case, the Council will judge;

4.1.1 The reasonableness of the Executive Director/Registrar’s interpretation and

4.1.2 Whether data demonstrates accomplishment of the interpretation.



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- 4.2 The standard for compliance shall be any reasonable Executive Director/Registrar interpretation of the Council policy being monitored. Monitoring data must be sufficiently clear, unbiased and representative.
 - 4.2.1 The Council is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by Council members or by the Council as a whole.
- 4.3 All policies which guide the Executive Director/Registrar will be monitored at a frequency and by a method chosen by the Council. While Council can monitor any policy at any time by any method, Council will ordinarily depend on a routine schedule.
- 4.4 A formal evaluation of the Executive Director/Registrar by the ED/Registrar Performance Appraisal Committee will occur annually, based on compliance with Executive Expectations monitoring reports and compliance with Executive Expectations policies. This formal evaluation will be conducted as a summative evaluation of previous regular Executive Director/Registrar monitoring data for the year.

Sample schedule:

Executive Expectations Report to Council

DATE:	
FROM:	
SUBJECT:	
PERIOD:	

Policy Statement	Compliance Assessment	Actions Planned for Next Monitoring Period