



EMPLOYMENT OF EXECUTIVE OFFICER POLICY

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Introduction

The Board of South West Arts Inc is responsible for the employment and monitoring of the organisation's Executive Officer, who is the highest-level staff member of the organization.

Purpose

To stipulate policy and procedures relating to the appointment and conditions of employment for the South West Arts Inc Executive Officer.

Policy and Procedures

South West Arts Inc will employ the best available person for the job of Executive Officer, 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 South West Arts Inc lies with the Board.
2. When a new Executive Officer is to be appointed, the position will be advertised in order to attract the widest range of potential applicants.
3. The process of advertising, interviewing and short-listing for the position of Executive Officer is the responsibility of a committee that shall be set up by the Board for this purpose. After due deliberation, this committee will make a recommendation to the Board.
4. The final decision for the appointment of Executive Officer is to be made by the full Board.
5. The Executive Officer's terms and conditions of employment are contained in the Contract negotiated and signed by the Chair and the Executive Officer.
6. The process of termination of the Executive Officer's contract is contained in that Contract.

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