**[Insert Organisation] Recruitment Policy**

**GM/EO/CEO**

Note: The detail contained within this policy is indicative only and should be used as such by organisations to adapt and modify to their needs.

1. **INTRODUCTION**

The Board is responsible for the employment and monitoring of the organisation’s chief executive, whether named General Manager, Executive Officer or Chief Executive Officer (GM/EO/CEO), who is the highest-level staff member of the organisation.

1. **PURPOSE**

This policy sets out the procedures relating to the appointment and conditions of employment for the GM/EO/CEO.

1. **POLICY**

The Board should:

1. aim to employ the best available person for the position and
2. utilise an open and transparent appointment process and
3. be a good employer and
4. provide fair and appropriate terms and conditions of employment.

When a new GM/EO/CEO is to be appointed, the position should be broadly advertised both within the sport and externally in order to attract the widest possible range of potential applicants.

1. **RESPONSIBILITY**

The responsibility for appointing, monitoring and terminating the employment of the GM/EO/CEO generally lies with the Board. It is usually mandated in the organisation’s Constitution.  Depending on the size of the organisation the responsibility for the process of advertising, interviewing and short-listing for the position of GM/EO/CEO may be delegated by the Board to a committee set up by the Board for this purpose.  The membership of this committee will be determined by the Board and it may include external people.  After due deliberation, this committee will make a recommendation to the Board.  The final decision for the appointment of the GM/EO/CEO should be made by the full Board.

1. **Procedures**

The position statement for the GM/EO/CEO will be determined and approved by the Board. The terms and conditions of employment will be contained in a contract of employment negotiated and signed by an authorised director or directors and the successful candidate for the position. Procedures for the termination of the contract will also be set out in that contract.

The GM/EO/CEO’s performance, remuneration and other conditions of employment should be reviewed annually by the Board, or a committee delegated authority to undertake this role.  Any variations to the contract should be negotiated by an authorised director and ratified by the Board.

The GM/EO/CEO and usually the chair will meet annually to conduct a formal review of the GM/EO/CEO’s performance based on criteria agreed to and set at the beginning of the relevant review period. The format and process for this meeting will be negotiated and agreed upon between the CEO and the Chair/committee

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