

**GM/EO/CEO Recruitment Policy Template**

**April 2018**

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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraphs 1.17 and 5.5.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# 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.

# Purpose

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

# Policy

The Board should:

### aim to employ the best available person for the position and

### utilise an open and transparent appointment process and

### be a good employer and

### 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 also externally in order to attract the widest possible range of potential applicants.

# 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.

# 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