



General Manager

Rationale

Clear expectations and processes exist to ensure the suitable hiring and managing of the General Manager by the Executive Committee.

Definitions

Regulations

Hiring

1 In an instance of a vacancy in the position of General Manager, the Executive Committee solicits applications, for no less than ten business days, to fill the position.

1.1 During a vacancy, the Executive Committee may appoint a Director as “acting General Manager” within twenty business days.

1.1.1 If a Director is not appointed, a qualified individual will be appointed as “interim General Manager” within twenty business days for a term not exceeding six months.

2 The General Manager will be offered appointment by means of a contract with a probationary period of three months from the date of hire.

2.1 Terms of the contract may be negotiated by the Executive Committee.

Mandate

3 The Executive Committee communicates a mandate to the General Manager upon hire and following each evaluation.

Management

4 The chair of the Executive Committee is responsible for day-to-day matters of the General Manager's employment and duties.

5 When necessary, Executive Committee may conduct a review and establish a performance management plan of the sort used for other employees.

6 The discipline process that applies to other employees also applies to the General Manager. Any disciplinary action requires a decision by the Executive Committee.

Evaluation

7 The General Manager is evaluated prior to the conclusion of the probationary period.

7.1 The President and VP Governance & Finance are responsible, on behalf of Executive Committee, for the evaluation process.



7.2 In the event the Pres or VPGF position is vacant EC will delegate another exec to fulfill the role.

8 The General Manager is evaluated annually.

9 Evaluations are based on the implementation of the mandate provided to the General Manager.

Authority

10 The General Manager is responsible for the hiring and managing of all staff.

11 The General Manager relays information and advice from staff to the Executive Committee.

12 Communication between all staff and Executives is encouraged, but all formal directives between governance and operations must flow through the General Manager.

Reports

13 The General Manager provides reports on operations to Executive Committee.

13.1 Reports on the achievement of the strategic plan are submitted annually.

13.2 Financial reports are submitted quarterly.

Students' Council Meetings

14 The General Manager will attend Students' Council meetings

Termination

15 The Executive Committee, by means of motion and in consultation with legal counsel, may terminate the employment of the General Manager under the conditions outlined in the employment contract.



Fact Sheet

Approvals:

First Approval – March 26, 2014

Last Approval – September 18, 2024

Date of Last Review: September 18, 2024

Source and Updates:

March 26, 2014: *General Manager* approved by Executive Committee motion 2014-03-26-1 upon the recommendation of the Procedure Review Ad Hoc Committee. Source material drawn from *Procedure 5 – GM Reports*, and *Procedure 12 – GM Evaluation*.

November 18, 2015: *General Manager* approved by Executive Committee motion E2015-11-18-11. Expectation of written reports at Executive Committee meetings removed from Reporting section.

July 5, 2017: *General Manager* approved by Executive Committee motion E2017-07-05-1 on the recommendation of the Procedure Sub-Committee. Contract length limitation removed.

July 17, 2017: *General Manager* approved by Executive Committee motion E2017-07-19-2 on the recommendation of the Procedure Sub-Committee. Line 2.1 added.

October 2, 2019: *General Manager* approved by Executive Committee motion E2019-10-02-9 on the recommendation of the Procedure Sub-Committee. General Manager reporting updated to fall in line with SAMU bylaws and line added that requires General Manager to attend Students' Council meetings as requested by Executive Committee.

September 18, 2024: General Manager Procedure approved by Executive Committee motion 2024-09-18-4 on the recommendation of the Procedure Sub-Committee.

Related Documents and Forms: