

Policy Title	Family and Community Services Advisory Board – FCSS Human Resources – Director Appointment and Evaluations Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	Amended -February 5, 2024 (M#FCSS16/2024)
Policy Number	P-FCSS003
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 5, 2024

Policy Statement

The Town of Bassano will provide the FCSS Advisory Board with a Director to support the management of social programming and operations.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

FCSS Personnel Committee – shall be a committee comprised of a maximum of three FCSS Advisory Board members that will engage with the CAO on all human resource matters regarding the Director.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the CAO and the FCSS Personnel Committee to implement this policy.

Process

1. The FCSS Personnel Committee shall be appointed each year at the Annual General Meeting and shall consist of three (3) FCSS Advisory Board members, the board chair, the vice chair, and one board member.
2. The FCSS Director will be hired by the CAO with input from the FCSS Personnel Committee.
3. The Director will be required to provide board leadership in fulfilling its program mandate, and to implement programs that meet the community's needs identified by the FCSS Advisory Board in alignment with the Town Operations set by Town Council.
4. Termination of a Director will be managed by the CAO in accordance with the Town's Personnel Policy and in consultation with the FCSS Personnel Committee where appropriate.

5. All human resources matters will be the responsibility of the CAO. The CAO will engage the FCSS Personnel Committee in human resource matters where applicable.
6. Salary and compensation for the Director will be managed by the CAO in accordance with the Town's Personnel Policy with FCSS operational budget input.
7. The CAO and the FCSS Personnel Committee will collaborate on a formal annual review of the Director.
8. The CAO will notify the FCSS Personnel Committee of any concerns that may arise between the Director and the FCSS Advisory Board to eliminate any conflict and to ensure effective operations.
9. The FCSS Personnel Committee will notify the CAO immediately if any concerns arise between the FCSS Advisory Board, a board member, or a community member regarding the Director. Where appropriate the CAO will address the concerns against the Director and communicate such actions with the FCSS Personnel Committee.
10. The CAO and the FCSS Personnel Committee shall maintain open communications.

END OF POLICY