

# Management Committee

Terms of Reference

Approved September 30 2013

## Purpose

To assist in the growth, support, discipline and overall success of the Station Manager

## Composition

- The Management Committee shall be composed of the Board of Directors Executive members (or if there is no Executive Committee, then up to five members of the Board of Directors to include the Chair of the Board of Directors):
- In the case of a conflict of interest with regards to a voting member, the member will be asked to step back and be replaced by a different member of the Board of Directors.
- The Management Committee may invite such Board Members and outside parties, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Management Committee.

## Duties and Responsibilities

- The Committee shall operate in a manner consistent with provisions of the Bylaws, ABC's, Station Managers Contract, other station and Provincial/Federal Laws.
- All decisions of the Management Committee will be made in accordance with the CFRU Statement of Principles, Terms of Reference, and Active Policies.
- All parties dealing with the Management Committee must be familiar with these terms.
- The Committee will assess the Station Managers performance under the terms set-out in the Station Managers Contract.
- The Committee will engage in decisions surrounding the hiring, firing, discipline and contract negotiations of the role of Station Manager.
- The Committee will make recommendations or appoint the Station Manager to complete training or other education sessions based on the needs of the stations and duties required to complete the role of Station Manager.
- When issues arise with the station manager, via staff, board or volunteers; the Management Committee will convene to discuss and decide a course of action to correct any problems. Additional support from the remaining Board of Directors may also be sought.

## Accountability

- These terms of reference can be amended by the Committee according to the Committee's decision procedure and pending the approval of the Policy Committee.
- The Committee shall keep a record of its meetings and present reports to the Board of Directors at the next Board Meeting or as requested.

## Approval

Drafted by: Barry Rooke Chair of the Board: February 20 2013

Approved by Management Committee March 2013

Sent to Board of Directors for Approval September 2013

**Approved by: Board of Directors September 30 2013**