

Procedure n° 2014-HR-09	Procedure for the Appraisal of the Director General
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Approved:	Resolution n°	CC-140129-HR-0073
Revised:	Resolution n°	CC-150225-HR-0130 CC-220928-HR-0003
Origin:	Secretary General	

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

1.0 THE ROLE OF THE DIRECTOR GENERAL

1.1 Education Act (COLR, Chapter I-13.3), section 201:

"The Director General shall assist the Council of Commissioners and the Executive Committee in the exercise of their functions and powers.

He is responsible for the day-to-day management of the activities and resources of the school board. He shall see that the decisions of the Council of Commissioners and of the Executive Committee are carried out and shall perform the duties that they assign to him."

1.2 Regulation respecting certain conditions of employment of senior executives of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal:

The position of Director General entails total responsibility for the management of all the activities, programs and resources of the school board as well as the follow-up of the implementation of the decisions made by the Council of Commissioners and the Executive Committee in accordance with the legal and statutory provisions in force.

This position includes, but is not limited to, the following responsibilities:

- Supervise the personnel required for the operations of the school board;

- Take part without voting rights in meetings of the Council of Commissioners and of the Executive Committee;

- Oversee the advisory committee on Management;

- Participate in the Special Education Advisory Committee (SEAC), if they have not designated a representative.

1.3 Without limiting any of the above:

- The Director General is the Chief Executive Officer of the school board.

A mid-year presentation will be made by the Director General verbally to the sub-committee to provide an update on the retained objectives and on the results of the school board. The presentation will be conducted during the month of January. The Chair (representing the sub-committee) and the Director General will sign a document stating the date of the meeting and a summary of the