

Ontario Grappling Association (OGA)

Hiring Policy

Hiring Policy for Hiring Employees and Contractors, and engaging Consultants and Sponsors.

1. The Chair (CEO/ED if applicable) shall be fully responsible for the hiring and management of all employees, and the engagement of all contractors working directly for the Chair, in accordance with the approved annual budget. Actions to support this responsibility include:

- Determine staffing requirements for organizational management and program delivery;
- Propose budget line items/changes to get Board authority to hire/contract;
- Receive, organize and oversee reports and deliverables for the Board of Directors and membership;
- Recruit and interview candidates, and select those who have the best technical and personal abilities to further OGA objectives, mission, and goals;
- Develop and maintain personnel policies and procedures that fully conform to current laws and regulations;
- Ensure appropriate job descriptions are in place for all staff/contractors;
- Establish hiring committees, when required, to seek out/interview candidates;
- Coach and mentor staff as appropriate to improve performance;
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Ensure that all staff/contractors receive an orientation to the organization and appropriate training;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review;
- Discipline staff when necessary using appropriate techniques;
- Terminate staff/contractors when necessary using appropriate and legally defensible procedures;
- Assign duties/responsibilities to all staff/contractors and manage the same.

2. The Chair shall provide the Board with recommendations for the engagement of external consultants and sponsors. Once consultants/sponsors are engaged, the Chair will ensure that their work effort and deliverables meet all contractual requirements. Actions to support this responsibility include:

- Develop, for Board approval, the statement of requirements for consultants/sponsors;
- Publish requests for proposals to seek out appropriate interested consultants/sponsors;
- Conduct initial review and down-selection, and provide the Board (where the number of responses allows, at least two) responses which best meet the requirement and clearly deliver value for money;
- Oversee/facilitate the conduct of the work and ensure the deliverables meet the stated requirements;
- Ensure that appropriate reports are provided to the Board;

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Terminate contractors/sponsors when necessary using appropriate and legally defensible procedures;
- Ensure timely payment for services rendered.