



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n° P2012-CA-20:	Selection Committees (Guidelines to be used by the Chair of the Sir Wilfrid Laurier School Board)	
Approved: May 23, 2012	Resolution n°	CC-120523-CA-0111
Revised:	Resolution n°	CC-201111-CA-0035
Origin:	Secretary General	

In accordance with Policy n°: 2000-HR-01: *Regulating the Working Conditions of Management Staff represented by the Sir Wilfrid Laurier Administrators' Association* and Policy n° 2000-HR-02: *Regulating the Working Conditions of Management Staff Represented by the Association Québécoise des cadres scolaires - Sir Wilfrid Laurier Section*, for certain administrators positions available at the Sir Wilfrid Laurier School Board, a selection committee must be formed in order to conduct interviews according to the following composition:

- One (1) Commissioner
- Director of HR or delegate
- One (1) member of SWLAA, named by the Executive
- One (1) member of AQCS, named by the Executive
- Director General or delegate
- For the selection of a subordinate position, the immediate superior will be on the committee in place of the relevant Association member.

In order to determine which Commissioner will be part of the Selection Committee, the following protocol will be followed:

- The Chair of the School Board has the first option to be a member.
- The Vice-Chair of the School Board has the second option to be a member.
- The Commissioner representing the concerned school or centre will have the third option to be a member. Should more than one Commissioner represent said school or centre, the members will determine among themselves who will be part of the Selection Committee. In case of disagreement, the Chair will have the option of choosing the member in question.
- Should the available position concern a department, all commissioners will have the third option to be a member. Commissioners will determine among themselves who will be part of the Selection Committee. In case of disagreement, the Chair will have the option of choosing the member in question.

In all circumstances, if all members of Council agree, Commissioners can decide among themselves who will be a member of a specific selection committee.