

## ***BRIGADE OFFICERS***

### **GENERAL**

1. Brigade Officers hold a unique position of trust within the organization. In this position, they are charged with exercising, in a responsible manner, both administrative and operational authority over the Brigade Unit and members they have been appointed to manage. It is the primary responsibility of all Officers to ensure that their Brigade Unit and members meet the requirements of the organization as set out in the St. John Canada Instructions and function in support of the objectives of the St. John Ambulance Brigade.

### **QUALIFICATIONS**

2. The continued growth, stability, and success of the Brigade requires that those appointed to Officer positions are of high character and possess superior (volunteer) management skills and leadership qualities.
3. It is understood that certain Officer positions, such as Medical and Nursing Officer, hold their own set of special professional qualifications. Similarly, those Officers appointed to manage Brigade Cadet Units require the knowledge and skills necessary to meet the objectives of the youth program (see StJCI 2-3-4). To identify the individual and unique skills and qualifications for each functional Officer position, see appropriate sections of StJCI 2-11.
4. All Brigade Officers must meet the requirements of basic membership (see StJCI 2-3-1) prior to appointment. These requirements will vary depending on the membership type of the Brigade Unit they are managing.
5. Length of Brigade service alone is not to be utilized as a deciding factor in the recommendation process for Brigade Officers. However, it may be appropriate, as a prerequisite qualification for certain Officer positions, that the candidate have experience in varied positions and/or at varied levels within the organization.

### **SENIOR OFFICERS**

6. The following Senior Officers of the Brigade in Canada are Honorary Officers of Priory, and therefore members of Priory Chapter:
  - a. National Commissioner
  - b. Deputy National Commissioner(s)
  - c. National Medical Officer
  - d. National Nursing Officer
  - e. National Cadet Officer

- f. National Training Officer
- g. National Planning Officer
- h. National Administrative Officer

## **APPOINTMENT OF SENIOR OFFICERS**

7. The appointment of all Senior Officers is made triennially on St. John Day (24 June) by Priory Council, to be approved by Priory Chapter.
8. The following nomination process is used to facilitate the appointment of all Senior Officers:
  - a. Six months prior to the time at which a Senior Officer candidate is required, the National Commissioner will notify members of the National Brigade Committee (Provincial/Territorial Commissioners and Senior Officers). The appropriate position description will be circulated, and names and curricula vitae of individuals who meet the prerequisites of the appointment will be requested.
  - b. The National Commissioner will provide nominees' curricula vitae to the Senior Officers and three previously selected Provincial/Territorial Commissioners, seeking advice on the selection of candidates to be nominated by the National Commissioner, as a member of the Priory Nominating Committee.
  - c. A National Commissioner Designate may be appointed one year prior to the expiry of the term of the incumbent National Commissioner, with the express intention to succeed as the National Commissioner.
  - d. Deputies to all other Senior Officers will be appointed only as the line responsibility Senior Officer requires assistance, and only with the approval of the National Commissioner. Any such Deputy Senior Officer may or may not be nominated as a Senior Officer. Deputy Senior Officers are not Honorary Officers of Priory, and are therefore not members of Priory Chapter. They are otherwise accorded all rights and privileges of a Senior Officer for the duration of their appointment.
9. The Grand Prior will be advised in writing through the Commissioner-in-Chief for any change in the appointment of National Commissioner.
10. All appointments expire on the eve of 24 June of the year in which their triennial appointment terminates. Appointments may be renewed for any period of from one to three years, not to exceed two three-year appointments.

11. When a vacancy occurs in a Senior Officer position before the normal expiry date, the National Commissioner may appoint another Officer to the vacant position in an acting capacity. Approval of Priory Council/Chapter will be sought as soon as practicable, thus confirming the appointment.

### **OTHER NATIONAL APPOINTMENTS**

12. The National Commissioner may, at any time, appoint one or more National Staff Officers, whose function will be to carry out specific assigned duties (e.g. National Competitions Chairperson). National Staff Officer positions are not subject to the approval of Priory Council/Chapter. National Staff Officers are not Honorary Officers of Priory and are therefore not members of Priory Chapter. They are otherwise accorded all rights and privileges of a Senior Officer for the duration of their appointment.
13. To ensure an orderly transition of officers to the appointment of Senior Officer, the National Commissioner may appoint deputies to any or all of the functional appointments at his discretion. Appointed Deputies will perform duties prescribed by the Senior Officer to whom they have a line responsibility. (See paragraph 8.d.)
14. The group of Senior Officers, National Staff Officers and Deputies to Senior Officers are referred to collectively as National Brigade Officers.

### **APPOINTMENT OF PROVINCIAL/TERRITORIAL COMMISSIONERS**

15. Provincial/Territorial Commissioner appointments will be made by their Provincial/Territorial Council, and approved by the National Commissioner on the endorsement of the candidate's Council President.
16. Provincial/Territorial Commissioner appointments will be for a term of three to five years; to be mutually decided upon and placed in writing prior to the appointment. This will ensure sufficient turnover to draw on new leadership and vision, and enable other deserving candidates to seek upward mobility.
17. Provincial/Territorial Commissioner appointments may be renewed for any period of from one to three years, not to exceed a total of six years.

### **APPOINTMENT OF OFFICERS**

#### **(Other than National Brigade Officers and Provincial/Territorial Commissioners)**

18. All Officer appointments are subject to approval by the National Commissioner, who may delegate some or all of this authority to one or more Provincial/Territorial Commissioners. This delegation of authority will be automatic unless otherwise stated.

19. Any recommendation for appointment to a functional Officer position (see StJCI 2-11) must be accompanied by the endorsement of the Provincial Territorial Brigade Officer responsible for that portfolio (i.e. Training, Medical, Nursing, Cadet, etc.).
20. Upon an individual's first appointment as an Officer in a leadership position, they must undergo the screening process (see StJCI 2-9-2), regardless of their previous Brigade membership.
21. Members will be appointed in a probationary capacity for the first year of their initial Officer appointment. Officers holding probationary status wear the uniform and the appointment designation, carry out the required duties, and have the same privileges and precedence as if their appointment was confirmed. During this one-year period, the probationary Officer will be assessed by their next senior Officer(s) as to their suitability for the recommended appointment. Such assessments will be formally conducted and documented a minimum of twice during the probationary year. Probationary Officers who are not successful at meeting the required standards will be provided with remedial learning opportunities prior to their final assessment.
22. At the end of the probationary year, Officer appointments will either be confirmed by the National Commissioner or relinquished. Confirmed appointments will be documented showing the date of appointment as the first day of the probationary appointment.
23. Dual Officer appointments are not permitted. Upon being promoted or transferred, Officers automatically vacate the appointment previously held.

### **RELINQUISHING APPOINTMENT**

24. Except for Senior Officers and Provincial/Territorial Commissioners, there is no specific chronological term for Officer appointments. Such a provision may, however, be mutually agreed upon prior to the appointment of an Officer if the appointment is to meet the requirement(s) of time specific projects, or if the Officer being appointed requests it.
25. Officers must request their appointment be relinquished if:
  - a. they can no longer fulfill the obligations required by their appointment; or
  - b. they can no longer fulfill the obligations of basic Brigade membership.
26. Requests for relinquishment of appointment must be made in writing outlining the reason(s) and forwarded to their Provincial/Territorial Commissioner through normal communication channels. All such requests must be dealt with as priority items, and must not be unduly delayed.

27. Officers who have requested permission to relinquish their appointment are expected to remain in that appointment until such a request is approved. It is the responsibility of every Officer to provide assistance in finding a suitable candidate to replace them.

### **PERFORMANCE APPRAISALS**

28. Every Brigade Officer, including Senior Officers and Provincial/Territorial Commissioners, will undergo, as a minimum, an annual Performance Appraisal. This process will utilize an approved Performance Appraisal instrument and will provide opportunity for individual remedial action designed to permit the Officer to improve their performance. The Performance Appraisal will be conducted and documented by the Officer's next senior Officer, and will be treated with confidentiality.
29. If it is determined through this process that the Officer (excluding Senior Officers and Provincial Commissioners) is no longer able to meet the obligations of their appointment and that the required improvement in performance is not reasonably attainable, then a recommendation will be made that the Officer's appointment be relinquished, regardless of any specific term of appointment agreed upon or assigned. The decision of the National Commissioner with regard to such a recommendation is final and binding. The National Commissioner may delegate this authority to the Provincial/Territorial Commissioner operationally (see StJCI 2-9-3, paragraph 13).
30. The recommendation, based on the Performance Appraisal process, that a Senior Officer relinquish their appointment will be made by the National Commissioner to Priory Chapter and include the endorsement of Priory Council. Failing the endorsement of Priory Council, the National Commissioner may make application to Priory Chapter to hear the recommendation for the removal of a Senior Officer. The decision of Priory Chapter will be final and binding.
31. The recommendation, based on the Performance Appraisal process, that a Provincial/Territorial Commissioner relinquish their appointment may be made by either the President or the National Commissioner to the appropriate Provincial/Territorial Council. If the President does not endorse the recommendation for the removal of their Provincial/Territorial Commissioner, the National Commissioner may act alone. It is, however, recommended that the President and National Commissioner reach a consensus.
32. For Senior Officers and Provincial/Territorial Commissioners, the recommendation for relinquishing appointment is not affected by the specific term of the appointment.