

## PROVINCIAL COMMISSIONER'S DIRECTIVE

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### COMMUNITY SERVICE LEADERSHIP ~ SELECTION & RENEWAL PROCESS

With a focus on the quality of Community Service leaders, the following process will be used to select Community Service leaders below the level of District Commissioner.

Commissioned Leaders (e.g. Divisional Officer, Assistant Therapy Dog Coordinator, Divisional Superintendent, etc.).

Vacant commissioned leadership positions (where need requires that they be filled) will be posted by the line officer responsible for the position. Candidates can *apply* directly or another individual can nominate them. Anyone wishing to either *apply* for the position or *nominate* someone should forward a letter outlining the candidate's training, experience and qualifications to the line officer responsible for the position.

Candidate's applications will be reviewed and interviews arranged for qualifying candidates. The interview team should comprise a cross-section of experience based on the level; roles and responsibilities of the position to be filled i.e. it may be appropriate to involve a functional staff officer e.g. training officer or a Branch/District Chair in the selection process.

Following selection, the new leader will be appointed to a three-year term by the new leader's line officer i.e. Divisional Superintendent/Coordinators will appoint all divisional officers/assistant coordinators; District Commissioners will appoint all District Staff Officers and Divisional Superintendents/Coordinators.

The line officer will conduct regular performance reviews of the leader throughout, and at the end of the leader's three-year term. The line officer is responsible for appropriately managing the leader's performance in accordance with St. John Canada Instructions and Provincial Commissioner's Directives.

At the end of the three-year term the commissioned leadership position will be re-posted by the line officer. The incumbent leader may, if they so choose, re-apply or be nominated to the position for another term. Note: There is no limit on the number of terms a leader may re-apply or be nominated for.

Non-commissioned Leaders (e.g. Sergeants, Corporals, etc.)


Non-commissioned leaders (NCOs) will continue to be selected and appointed without posting by the applicable line officer (e.g. Divisional Superintendent will appoint a Divisional Sergeant).

Following selection, the new NCO will be appointed to a three-year term by the new NCO's line officer i.e. Divisional Superintendent/Coordinators will appoint all divisional NCOs.

The line officer will conduct regular performance review(s) of the NCO throughout, and at the end of the NCO's three-year term. The line officer is responsible for appropriately managing the NCO's performance in accordance with St. John Canada Instructions and Provincial Commissioner's Directives.

At the end of the three-year term the incumbent NCO may, if they so choose, be re-appointed to another term. Note: There is no limit on the number of terms an NCO may be re-appointed for.

It is important to reinforce that the final approval of all Community Service leadership appointments in Ontario rests with the Provincial Commissioner.

Authority  
  
Provincial Commissioner