

2007/08

Financial Guideline 03

## **Fees for Service on Selection Committees Selection Committee Composition and Procedures**

### **1. Selection Committees**

Throughout the year, due to appointments being made to Principalships and Deputy Principalships in particular, and to other positions in general, School Boards of Management have to set up Selection Committees. Service on a Selection Committee for such posts as well as service on Selection Committees for appointment to teaching posts and posts of responsibility can be a time consuming task as well as carrying with it a high degree of responsibility.

### **2. Composition of Selection Committees**

#### **2.1 Principal and Deputy Principal: For both permanent and acting appointments**

- 2 nominees of the Board of Management  
2 nominees of the Trustees  
1 independent External Assessor
- All nominations are ratified by the Board of Management. The Chairperson is elected by the members of the Selection Committee at their first meeting.
- In the case of a Selection Committee for Deputy Principal, the Principal may be one of the nominees of the Board of Management unless the Principal indicates otherwise.
- In the case of a Selection Committee for Principalship it would not be appropriate for the outgoing Principal to be a nominee on the Selection Committee.
- Gender balance must be a consideration in the composition of the Selection Committee.

#### **2.1 Teaching Posts**

- The Principal of the School

1 Nominee of the Board of Management

1 Nominee of the Trustees

- It is advisable to establish a Selection Committee for appointment to all vacant teaching posts such as PWT, TWT or casual/non-casual appointments.
- It may not always be possible to establish a committee for substitute appointments.
- Gender balance must be a consideration in the composition of the Selection Committee.
- The Board of Management should ratify the nominees to the committee.
- The Chairperson of the committee is elected by the committee at its first meeting.

### **2.3 Posts of Responsibility**

- The Principal of the School  
1 nominee of the Board of Management  
1 External Independent Chairperson
- The Board of Management should ratify the nominees to the Selection Committee
- The Independent Chairperson is normally a person who has no direct connection to the school itself. The Independent Chairperson may be a Principal of another school in the area or the Chairperson of the Board of another school or a person who satisfies the Board with regard to their competency and skills as well as having some experience of education.
- The school must forward the name of the Independent Chairperson of the committee to the Department of Education and Science for inclusion in the national panel. The name should be forwarded to the Principal Officer, External Staff Relations Section, Department of Education and Science, Marlborough St., Dublin 1.

### **3. Fees for Service on a Selection Committee**

Practice with regard to payments in recognition of service on a Selection Committee varies from school to school.

Arising from a considerable number of queries in this regard the JMB has been asked to advise on best practice and to indicate the appropriate level of recompense that should be applied in each context of particular Selection Committees.

It is the advice of the JMB that Boards of Management, depending on the school's ability to pay, could apply the following guidelines in the case of certain members of a Selection Committee for the posts of:

#### **3.1 Principal and Deputy Principal:**

1. Travel expenses for all relevant meetings of the committee: all members
2. Vouched expenses in respect of e.g. overnight stays or meals where applicable: all members
3. Unless a professional fee has been agreed in advance, a token of appreciation or gift valued between €250-€400 may be given to all members of the Selection Committee.

Board members are not entitled to a fee when serving on interview committees as they act in a voluntary capacity (AOM 6B)

### **3.2 Teaching Positions**

1. Travel expenses for all relevant meetings of the committee: all members
2. Vouched expenses in respect of e.g. overnight stays and meals where applicable: all members
3. A token of appreciation or gift valued between €150-€250 may be given to Trustee and Board of Management nominees.

Board members are not entitled to a fee when serving on interview committees as they act in a voluntary capacity (AOM 6B)

### **3.3 Posts of Responsibility: Assistant Principal or Special Duties Teacher**

1. Travel expenses for all relevant meetings of the committee: all members
2. Vouched expenses in respect of e.g. overnight stays and meals where applicable: all members
3. A token of appreciation or gift valued between €100-€150 may be given to the Independent Chairperson, if no professional fee has been agreed in advance.

Board members are not entitled to a fee when serving on interview committees as they act in a voluntary capacity (AOM 6B)

**Fergus Dunne, Director,  
JMB Financial Support Services Unit**

**January 2008**