Chapter 11. Resignation and Termination

11.1 Introduction
Good governance requires that:
- members provide the earliest possible advice of an intention to resign, and
- the ability of the CFMG Chair and Regional Managers to:
  ° invite members whose performance is inadequate to resign, or
  ° in abnormal circumstances to terminate a person’s term in office.

11.2 Notification of Intention to Resign
To allow the CFMG Chair or Regional Manager to identify a reasonable cohort of candidates to fill an imminent vacancy, members should advise their intention to resign six months in advance.

11.3 Natural Justice
Should the CFMG Chair or a Regional Manager become aware that a member of their Tier is not providing the expected level of performance, they are to ensure that the requirements of natural justice are respected.
As members of the CFMG and RIG are volunteers, the CFMG Chair and Regional Managers will ensure that the member’s contribution and strengths are respected and that, when discussing the member’s shortcomings, the discussion is strictly objective.

11.4 ‘Management’ Initiated Resignation
Should a member’s performance be deficient in terms of the task description for the office, the CFMG Chair or Regional Manager (as appropriate) should in a face-to-face meeting:
- discuss the performance shortfall with the member;
- ascertain whether there is any remediable reason for the shortfall:
  ° if there is, offer the member an opportunity to improve their performance, and
  ° if there is not and the shortfall appears irremediable, offer the member the opportunity to resign voluntarily.

11.5 Termination
Should a member whose performance is inadequate not decide to resign, the CFMG Chair or Regional Manager (as appropriate) will advise the member face-to-face of and follow-up in writing:
- the specific tasks and performance requirements of the office;
- their specific shortcomings in performance against those requirements;
- the specific actions that the person needs to take to meet the requirements of the office;
• the period of time that they have to improve performance to the required standard; and
• the support that is to be made available to facilitate performance improvement.

Should the member's performance not reach the identified standard of performance:
• the CFMG Chair or Regional Manager (as appropriate) will advise the member that their term in office is terminated;
• the member is to be given the opportunity to seek redress of the decision:
• a request for redress is to be considered by:
  ° the CFMG Chair in the event of termination of an RIG member, or
  ° the SGB Chair in the event of termination of a CFMG member; and
  ° to ensure equity, the CFMG Chair or SGB Chair (as appropriate) will request engagement of at least one additional independent person to review the circumstances leading to and the decision to terminate;
• the review team will have the power to:
  ° confirm the termination, or
  ° recommend a period of on-the-job mentoring to allow the member to demonstrate capacity to perform in the appointment, or
  ° overturn the decision to terminate.