

### SECTION III – SPECIFIC EMPLOYEE POLICIES

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| <b>CATEGORY:</b> Recruitment and Selection                      | <b>NUMBER:</b> 3.7 |
| <b>SUBJECT:</b> Recruitment and Selection of Executive Director | <b>PAGE:</b> 54    |
| <b>APPROVED:</b> November 2009                                  | <b>REVISED:</b>    |
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#### **PURPOSE**

To ensure a consistent method for the recruitment and selection of the Executive Director.

#### **POLICY**

The Board of Directors of the organization will be responsible for the recruitment, selection and orientation of the Executive Director.

#### **PROCEDURE**

The Executive Director will be recruited and selected using the following procedures:

1. The Board of Directors of the organization will prepare advertisements for external and internal posting. The Board will appoint a chairperson for the selection committee.
2. The Board will appoint a selection committee to carry out the hiring. The committee will be made up of Board members, other people with particular skills or knowledge related to the position. There will be no more than 5 people on the committee and Board members must form the majority. The selection committee will appoint a chairperson.
3. The position will be advertised internally, in community organizations, newspapers and on relevant web sites.
4. The remainder of the hiring process is the same as outlined for general recruitment and selection staff.
5. The chairperson will report the recommendations of the selection committee to the Board which must approve the recommended candidate.
6. Upon the approval of the Board of Directors, the chairperson will make a verbal offer to the selected candidate outlining the terms of employment. Written confirmation of the offer will be forwarded to the candidate.
7. All pertinent documents will be placed in the payroll/personnel file of the selected candidate.