

Policy Statement & Procedures

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AREA: Governance

SUBJECT: Executive Director Hiring Process

POLICY:

In the event that Speech and Hearing BC needs to identify candidates for the position of Executive Director (ED) and develop an approach for succession planning, approved strategies should be followed.

PROCEDURE:

- The President shall appoint a Search Committee, comprising at least 3 members of Provincial Council (PC), one of whom shall be appointed Chair.
- The Search Committee shall consult with PC on ED job description, ED roles and performance goals, policies on evaluation process, and salary, and PC shall propose and approve any necessary changes.
- Advertisements shall be posted in appropriate media.
- The Search Committee shall screen applications to produce a short list for interviews.
- The Search Committee shall conduct the interviews, check references and produce a priority list and make a recommendation to PC to hire the preferred candidate. In the event that the preferred candidate is unable to accept the position, the Search Committee shall make a recommendation to PC to hire the second individual on the priority list, if that individual is deemed to be suitable for the position.
- In the event that no suitable candidates are identified through the interview process, or the preferred candidate(s) are unable to accept the position, the Search Committee shall re-advertise the position and follow the same process for screening, interviewing, and prioritizing candidates under consideration to make a recommendation to PC.
- The President shall oversee preparation of an employment contract, with legal assistance, as required.
- The President shall co-sign the contract with the selected ED candidate, and shall declare the appointment.
- The President shall announce the appointment of the new ED to members at large.