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TITLE: CEO/ED RECRUITMENT AND SELECTION	ORIGINAL: JANUARY 25, 2017
APPROVAL:  BOARD CHAIR	

**D.4.1. Policy Statement**

Lumacare’s Executive Director (ED) is ultimately accountable for the overall success and operation of the Agency, and is considered a critical role within the Agency. Should the ED role be vacant, the Board Executive Committee will take immediate action to recruit and select a suitable replacement.

During the time that the ED role is vacant, the Lumacare Senior Team will assume the overall accountability for the successful operation of the Agency, and will report directly into the Board of Directors.

**D.4.2. Purpose**

The purpose of this policy is to detail the recruitment and selection process for the Executive Director.

**D.4.3. Scope**

This policy applies to the Executive Director and the Board of Directors Executive Committee.

**D.4.4. Procedure**

**D.4.4.1. Executive Director Recruitment and Selection Process**

In the event that the ED resigns, he/she is contractually obligated to provide a minimum of four (4) weeks’ notice period to the Board of Directors.

The Board Executive Committee will first conduct a review of potential internal successors for the role. Where an internal successor is identified, the candidate will be interviewed for the position by at least two (2) members of the Board Executive Committee. The Board Chair will lead the job offer and negotiation process.

In the absence of a successful internal candidate for the role, the Board Chair, or Board Member designated by the Board Chair, will immediately engage a

professional search service, on a contingency basis, to support the recruitment of a qualified replacement. Referred candidates will be interviewed by a minimum of two (2) members of the Board Executive Committee. Short-listed candidates will be invited to a second interview, where they will be interviewed by the members of Lumacare's Senior Team.

The members of the Senior Team will provide their feedback and recommendations to the Board Chair following the interviews. The Board Chair will take the Senior Team feedback under advisement. However, the Board Executive Committee's final selection whether aligned to the Senior Team's feedback or not, is binding.

Any offer of employment for the ED is conditional upon the successful completion of three (3) references, and the successful outcome of the Vulnerable Sector Criminal Records Check.

Once hired, the ED will be placed on a probationary period of six (6) months, reflective of the scope and autonomy of their role.

#### **D.4.6. Related Policies**

*Lumacare Personnel Policy and Procedure Manual:*

##### **A.1. Recruitment and Selection**