CHIEF EXECUTIVE OFFICER (CEO) AND CHIEF OF STAFF (COS) SELECTION AND APPOINTMENT

Policy:

The Board will appoint a Search Committee to develop current criteria for, and initiate the process to select and recommend the appointment of a candidate best qualified to fulfill the leadership requirements of the Hospital.

Purpose:

To ensure that the CEO and COS meet the educational, leadership and interpersonal requirements of the Hospital and the community.

Procedure:

1. The Board Chair will appoint the Chair of the Search Committee. It shall include the Chair of the Board, a medical staff representative, not less than three (3) other elected Board Directors and other representatives as may be deemed appropriate.

2. The Search Committee shall be responsible for:
   • developing the criteria for candidates including education, leadership, management, related experience, interpersonal and ‘community fit’;
   • initiating market research to establish current compensation levels and associated benefits for the position;
   • developing a recruitment process that will attract suitable candidates; and,
   • recommending and receiving approval from the Board for a course of action

3. The Search Committee shall:
   • review candidates and develop a short list of candidates to be interviewed by the committee;
   • interview the short listed candidates;
   • validate both professional and personal references of the preferred candidates;
   • present recommended candidate or candidates in priority for approval by the Board together with compensation and benefit recommendations;
   • prepare offer of employment, in the form of an employment contract, using the services of the Hospital's legal counsel as required; and,
   • present the offer of employment to the candidate approved by the Board.
REFERENCES:
NHH Bylaw

Approved:
November 30, 1998
April 2001
April 2002
May 2003
March 2004
November 2011
March 2014

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