



NORTHUMBERLAND HILLS HOSPITAL

BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERNANCE	NUMBER: I-011
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APPROVED BY:	BOARD OF DIRECTORS	
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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