

Executive Director Recruitment, Selection & Appointment (2.13)

Policy:	Executive Director Recruitment, Selection & Appointment	Effective Date:	June, 2024
Last Review Date:		Next Review Date:	February, 2027
Review Frequency:	Every 3 years	Related Supporting Documents:	ED Charter & Delegation of Authorities Ed Succession Planning ED Total Compensation

Purpose

To attract, employ, and retain the most qualified individual for the position of Executive Director (ED).

Policy

The Council supports the long-term continuity of the Executive Director to:

- continue to fulfill the CRNS’s mandate and legislated responsibilities, and make strategic progress
- minimize operational risk and maintain operational continuity.

The Council will establish:

- an ad hoc ED Selection Committee to attract the widest possible range of diverse applicants using an open and transparent process, and approve the process for recruiting, selecting, and appointing an ED.
- a Transition Plan to ensure a seamless transition between outgoing and incoming EDs
- an orientation plan to support the new ED beginning in their role.

The Council may obtain the services of third-party service providers related to recruitment and selection.

The Council reserves the right to terminate the ED at any time with rights and entitlements flowing from their employment agreement.

Roles and Responsibilities

GOVERNANCE & HUMAN RESOURCE COMMITTEE

- Assume the duties as described OR recommend the establishment of an ad hoc ED Selection Committee and the appointment of Committee Members.
- Make the following recommendations to the Council:
 - Transition plan to ensure a seamless transition between outgoing and incoming EDs
 - Process for recruiting, selecting, and appointing an ED using an open, fair, and transparent process.
 - Total Compensation Package for the new ED.
 - Appointment of the new ED to the Council.
 - Communications Plan to announce the new ED.
- Finalize the employment agreement to retain the best candidate
- Provide updates to the Council.

COUNCIL

- Approve the process for recruiting, selecting, and appointing the ED.
- Appoint, monitor, and terminate the employment of the ED.

COUNCIL CHAIR

- Take an active oversight role of the EDs during transition and orientation.

OUTGOING ED

- Participate in developing the Council-approved transition plan to ensure a seamless transition with the incoming ED.

INCOMING ED

- Participate in the orientation plan.