



## BOARD MANUAL

<b>SUBJECT: Recruitment and Selection of the Chief of Staff</b>		<b>NUMBER: 2-B-16</b>	
<b>SECTION: Oversight of Management and Professional Staff</b>		<b>APPROVED BY: Board of Directors</b>	
<b>DATE: May 30, 2012</b>		<b>REVISED/REVIEWED: January 27, 2016, May 29, 2019, April 27, 2022</b>	

### Policy

The Board shall appoint an individual with the requisite skills, abilities, and competencies to effectively perform the job as Chief of Staff (COS) of the Cambridge Memorial Hospital.

In order to secure the best available candidate, the Board shall establish the process when it becomes aware that the position is or becomes vacant.

### Procedure to fill a permanent vacancy

1. In accordance with the Hospital by-laws, the Board will establish a Search Committee to begin the process for a search for a permanent replacement of the COS. The COS Search Committee will include members of the Board, members of the Medical Advisory Committee, the CEO, members of the management team and others identified by the Board who will develop and initiate a process to recruit and hire the COS. At the request of the COS Search Committee, a representative from the Human Resources Department will assist the Committee.
2. The COS Search Committee may, at its discretion, select an external search firm to assist in the recruitment and selection process. Selection of an executive search firm will be in accordance with the Hospital's procurement guidelines.
3. Recruitment shall be sufficiently broad to secure the best candidate available for the position.
4. Prospective and interested candidates shall be provided with a job description.
5. The COS Search Committee will interview a short list of candidates and recommend to the Board their candidate of choice.

6. and The Board shall cause an agreement to be prepared in a form satisfactory to it and if accepted shall be executed by the Board Chair, CEO and the candidate.
7. An offer shall be any such agreement is conditional upon receipt of the Board that the candidate has no conflict of interest consistent with corporate policy and in a form as required by the Board, and satisfactory results of a criminal reference check as determined in the sole discretion of the Board.
8. Once an offer has been accepted, the Board will then determine a communication strategy regarding the appointment of the COS.
9. The terms and conditions of hiring a permanent COS shall be sufficiently detailed to allow the candidate to make an informed decision.
10. In the event a new COS has not been appointed prior to the departure of the current COS, the Board will appoint an interim COS in accordance with Policy 2-B-12 (Succession Planning for the Chief of Staff and Chiefs of Department).