

BOARD MANUAL

SUBJECT: Recruitment and Selection of the President & Chief Executive Officer and Chief of Staff	NO.: 2-B-15
SECTION: Oversight of Management and Professional Staff	
APPROVED BY: Board of Directors	DATE: December 3, 2025

Policy

President and Chief Executive Officer

The Board shall be responsible for the recruitment, selection, and appointment of an individual with the required skills, abilities, experience, and competencies to execute the duties of the President and Chief Executive Officer (CEO). The Board shall be responsible to guide, advise and evaluate the CEO on an annual basis.

Chief of Staff

The Board shall be responsible for the recruitment, selection, and appointment of an individual with the required skills, abilities, experience, and competencies to execute the duties of the Chief of Staff (COS). In accordance with the Medical/Professional Staff By-laws, the Board shall establish a Search Committee. The Board shall be responsible to guide, advise and evaluate the COS on an annual basis.

Process

1. The Board shall establish a Search Committee.
CEO Search Committee shall include the Board Chair or designate, Chief of Staff, selected Board Members, and, as required, the Chief Human Resources Officer, and others as determined by the Board.
COS Search Committee shall include the Board Chair or designate, CEO, selected Members of the Medical Advisory Committee (MAC), members of the management team, selected Board Members, and, as required, the Chief Human Resources Officer and others as determined by the Board.
2. The Search Committee may initiate a procurement process to engage an external search firm to assist with recruitment.
3. The Search Committee shall meet to confirm the recruitment process, review the CEO/COS job description, select the Interview Committee(s) and prepare the interview questionnaire. This may be done in collaboration with the Human Resources Department and/or an external search firm.
4. Should the CEO/COS leave the organization prior to the selection of a new CEO/COS, an interim CEO/COS may be appointed by the Board of Directors in accordance with the succession planning policy.

5. Applicants shall be provided with information regarding the Hospital mission, vision and values, organizational operations and structure, job description and other relevant materials.
6. The Search Committee shall screen all applicants and prepare a short list of candidates.
7. The Search Committee shall conduct initial interviews with the short-listed candidates.
8. The Search Committee shall require a minimum of 4 references and perform background checks including but not limited to a Vulnerable Sector Check.
9. The Search Committee shall select at least 2 candidates for second round interviews.
10. The Search Committee shall conduct second interviews. Other individuals, at the discretion of the Search Committee, may be invited by the Search Committee to take part in the second-round process.
11. The Search Committee shall compile interview feedback, reference checks and the Record Vulnerable Sector Check to select the preferred candidate. The preferred candidate shall declare any conflicts of interest in accordance with corporate policy.
12. The Search Committee shall present the preferred candidate to the Board for consideration and provide the Board with information about the candidate, selection criteria utilized, reference checks and other relevant information.
13. The Board of Directors shall consider the preferred candidate.
14. Upon the approval of the Board of a candidate to fill the position, the Board Chair shall ensure the candidate receives an offer setting out the terms and conditions of employment/service for review and acceptance. Legal counsel may be used to develop the agreement. The agreement shall comply with the Executive Compensation Policy.
15. Upon written acceptance of the offer letter and contract of employment/service, the Board Chair shall initiate an appropriate communication strategy to the staff, physicians, partners, and community announcing the appointment of the new CEO or COS.

DEVELOPED: May 30, 2012		
REVISED/REVIEWED:		
January 27, 2016	May 29, 2019	March 3, 2022
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