

## **Terms of Reference Executive Director Hiring Committee**

### **Purpose**

To make a recommendation on a qualified candidate(s) for the position of Executive Director for approval by the Board of Directors.

### **Objectives**

- To provide advice and feedback to the Executive Committee to optimize the hiring process
- To participate in the hiring process
- To make a recommendation to the Board of Directors on a qualified candidate(s) for approval

### **Key Tasks**

- Work in collaboration with the Executive Committee and Recruitment Consultant to optimize the hiring process
- Keep the Board of Directors apprised of the activities of the Hiring Committee
- Participate in candidate interviews and any other selection activities identified
- Complete scoring for interviews and other selection activities identified
- Identify the most qualified candidate/s for recommendation to the Board of Directors

### **Membership**

- Members of the Executive (3/4)
- Representation from staff (1)
- Representation for clients (1)
- Other Board Members that may enhance the hiring process (1)
- Appointees to the Hiring Committee are recommended by the Executive for approval by the Board
- The Hiring Committee shall be chaired by the Board Chair

### **Frequency of Meetings**

- Frequency – As needed. It is expected that the Hiring Committee will have a flexible meeting schedule to accommodate the needs of the recruitment and selection process
- At the call of the Committee Chair
- At the request of three members of the Committee

### **Accountability**

The Hiring Committee is accountable to the Executive Committee for the task of hiring the new Executive Director.