

1. Name: CEO Recruitment Committee

2. Duration of Committee: Ad Hoc

The Ad Hoc Committee, having been established at the August 17, 2023 Board Meeting, will sunset following the onboarding of the new CEO, or until such time as the Board amends or rescinds this Committee.

3. Membership

The Board will appoint three (3) members of the Board to sit as active members of this committee. The Board Chair and Board Vice Chair shall be two of the members with the third being selected from the Board. The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. Quorum

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. Term of Appointment

The Term of Appointment begins when the committee is formed and runs until the recruitment and hiring process is complete.

6. Reports To

As a Committee of the Board, this committee reports directly to the Board.

7. Purpose

The Town of The Blue Mountains Public Library Board recognizes the importance of the CEO Recruitment Committee and the task of selecting the strongest candidate to lead our BMPL. At the **August 17, 2023** meeting, the Library Board designated that a committee be established to ensure a strong candidate is selected to lead the BMPL.

8. Mandate

The CEO Recruitment Committee holds the important task of screening candidates and ensuring the strongest candidate for the job. This will include:

- Recruitment

- Communicate with the public on the end of the current CEO's employment;
- Advertise/post the position on various job boards and listservs.
- Screening
 - Establish criteria for selection of candidates for interview;
 - Receive and screen applications making a longlist for interview;
 - Develop questions/assessment parameters for interviews;
 - Conduct interviews of candidates selected for interview;
 - Present the top candidate(s) to the Board for an additional round of interview and final decision;
 - Conduct reference checks.
- Communication
 - Establishing the parameters of the employment contract;
 - Notifying candidates of the outcomes of the hiring process as appropriate;
 - Communicate the decisions of the Board all stakeholders including TBM, library staff;
 - Recommending the timelines for performance review (3 months and annual).
- Records Management
 - Ensure the confidential maintenance of process records and contract;
 - Maintain privacy and confidentiality throughout the process as required under all applicable legislation;
 - Complete a record of all stages to be held for no less than 12 months in restricted files.

9. Timelines

July 31, 2023 Posting released to TBM opportunities page, Indeed, and The Partnership Job Board

August 15, 2023 Posting closes at 4:30 pm.

August 16, 2023 Applications received by the Board Secretary. An alphabetical longlist of applicants will be prepared for release to the Board.

August 17, 2023 The Committee is appointed and has its first meeting following the board meeting. Additional meetings are set.

Week of Aug 21, 2023 The Interview questions and scoring are drafted, longlist is evaluated for interview list, candidates are invited for interviews

Sept 5-7, 2023 Interviews occur, Second Round candidates are selected, invitations are offered.

September 13, 2023 Second Round interviews with full Board of top candidate(s).

September 14-19, 2023 Reference Checks are conducted, extend contract, complete negotiations, transition timeline is established.

September 21, 2023 Final report to the Board, prepare press release for release the week of the transition.

10. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

11. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Agreement to Comply with Code of Ethics;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases, the non-member may participate in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Agreement to Comply with Code of Ethics and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee and arranged by the Board Secretary. The Committee may meet as Committee of the Whole from time to time at the request of the Committee Chair or Board Chair. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. Non-member participants may not vote. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on its own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board Chair shall be the Committee Chair. The Committee Chair shall preside at all meetings of the Committee, including when meeting as Committee of the Whole, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions.

16. Special Responsibilities of the Committee Chair

The chair shall be responsible to bind the contract with the CEO and conduct any reference checks.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not present, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL. In the event of a committee meeting being called as a Committee of the Whole, the Board Secretary will notify all members of the Board.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

As an Ad Hoc committee, this Terms of Reference will sunset and therefore, there is no need for annual review.

20. Related Documents

- Schedule A: Appointed Members

CEO Recruitment Committee – Terms of Reference
Approved by the Board August 17, 2022.