

CEO Hiring and Transition Committee: Terms of Reference

Appendix 3 to:

Policy Name: **GOV-03: Committees of the Board**

Initial Policy Approval Date: **January 2006**

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The Port Colborne Public Library Board (the Board) may use committees to further its work. The Board shall establish terms of reference and specific duties for each of these committees, as the need arises.

1. Purpose

To ensure the continued smooth running of the Port Colborne Public Library operations during any period of CEO turnover and in adherence to Board responsibilities under the *Public Libraries Act*, R.S.O. 1990, c.P.44, the Board shall strike an ad hoc Hiring and Transition Committee (the Committee) to conduct the search and interview process, and to have responsibility for the selection of a new CEO, or an interim CEO if required.

The Hiring and Transition Committee shall function in accordance with the Board's By-laws and will be guided by the Library's governance policies including GOV-08: Board-CEO Relationship and GOV-13: CEO Succession Planning.

2. Membership

a. The Committee shall consist of:

- The Chair of the Board
- The Vice-Chair of the Board
- One (1) other Board trustee
- Chief Executive Officer (ex officio) to act as secretary and provide resources

b. At the first meeting of the Committee, the members shall appoint a Chair and a Vice-Chair.

3. Accountability

a. The Committee is accountable to the Board.

4. Responsibilities

- a. The Committee is responsible for:
 - Appointing its Chair and Vice-Chair
 - Reviewing and approving the CEO job description
 - Directing Human Resources to advertise the position and to assist, as required, with the hiring process
 - Receiving and screening applications
 - Agreeing to a set of interview questions
 - Interviewing suitable candidates
 - Selecting the best candidate
- b. The Committee shall be authorized to conduct the process more than once, if no suitable candidate can be found in the first round.
- c. The Chair of the Board is responsible for:
 - Working with Human Resources to conduct salary and benefit negotiations with the selected candidate, subject to the advice of the Hiring Committee
 - Issuing a letter of offer
- d. The incumbent CEO is responsible for:
 - Providing a transition document for the incoming CEO
 - Advising the Board on an appropriate candidate to discharge the duties of an Interim CEO if it appears one is necessary.

5. Meetings

- a. The Committee may have to meet frequently during the hiring process and the Committee shall set a meeting schedule.
- b. Meetings of the Committee may also be called by the Chair of the Committee or by a majority of the members of the Committee.
- c. Committee members shall notify the CEO if unable to attend the Committee meetings to ensure that quorum is available for all meetings.
- d. The Board shall dissolve the ad hoc Committee upon the successful hiring and appointment of the new CEO by the Board.

Related Documents

- *Public Libraries Act*, R.S.O. 1990, chapter P.44
- BL-01: Statement of Authority of the Board



Port Colborne Public Library

- BL-02: Composition of the Board and Terms of Reference of Officers
- BL-03: Meetings
- GOV-03: Committees of the Board
- GOV-08: Board-CEO Relationship
- GOV-13: CEO Succession Planning