



BOARD MANUAL

SUBJECT: Recruitment and Selection of the CEO		NUMBER: 2-B-15
SECTION: Oversight of Management and Professional Staff	APPROVED BY:	Board of Directors
DATE: May 30, 2012	REVISED/REVIEWED: January 27, 2016, May 29, 2019, March 3, 2022	

Policy

A key responsibility of the Board is to recruit, select, and hire an individual with the requisite skills, abilities, and competencies to effectively perform the job as President and Chief Executive Officer (CEO) of the Cambridge Memorial Hospital.

The Board will establish a recruitment process to secure the best available candidate.

Procedure to fill a permanent vacancy

1. The Board shall establish and articulate a clearly defined recruitment and selection process which includes identification of roles and responsibilities of the Board, Board Chair, external advisors and a CEO Search Committee.
2. The Board will establish a CEO Search Committee consisting of the Board Chair, Chief of Staff, and others at the discretion of the Board.
3. Recruitment shall be sufficiently broad to secure the best candidate available for the position.
4. The CEO 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.
5. Prospective and interested candidates shall be provided with the terms and conditions of hiring a permanent CEO including the following information:
 - job description
 - remuneration package including any relocation allowances and travel/expense policies
 - other materials as determined by the CEO Search Committee

6. The CEO Search Committee will interview selected candidates and recommend to the Board their candidate of choice.
7. An agreement to support the terms and conditions of employment shall be in a form determined by the Board and shall be executed by the Board Chair and the candidate accepting the position.
8. An offer shall be subject to submission of a declaration 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 at the sole discretion of the Board.
9. Once an offer has been accepted, the Board will then determine a communication strategy regarding the appointment of the CEO.
10. In the event a new CEO has not been appointed prior to the departure of the current CEO, the Board will appoint an interim CEO in accordance with Policy 2-B-10 (Succession Planning for the CEO and Executive Staff).