



**ST. ANNE CENTRE**  
*Working Together Toward Excellence in Health and Wellness*

**BOARD OF DIRECTORS MANUAL**

<b>NUMBER: 005</b>
<b>SECTION: BRD</b>

<b>SUBJECT: INTERVIEWING PROSPECTIVE CEO</b>	
<b>MOTION #: 06-05-2019</b>	<b>DATE OF MOTION: May 20, 2019</b>
<b>CHAIRPERSON:</b> <i>Eugene Smith</i>	<b>DATE SIGNED:</b> <i>June 17 / 19</i>
<b>EFFECTIVE DATE: October 20, 2003</b>	<b>REVISED DATE:</b>
<b>DATE REVIEWED:</b>	

**PURPOSE**

This policy is issued as an addendum to St. Anne Centre By-Laws Article VII and Article VIII.

**POLICY**

The Board of Directors shall hire a competent CEO who shall be the Board's direct representative in the management of the Centre. Interviewing of prospective CEO shall be carried out according to the procedure listed below.

**PROCEDURES/GUIDELINES**

**INTERVIEWS**

An interviewing committee for hiring a CEO will consist of the following:

- a) Board Chair
- b) Chairperson, Personnel and Standards (Ad-hoc Committee of the Board)
- c) Executive Committee Member
- d) Chairperson of the Finance Committee
- e) Retiring CEO if available

**ALTERNATES**

1. In the event that the Board Chair cannot be present for an interview session, he/she shall be replaced by the Vice-Chair.
2. In the event the retiring CEO cannot be present for an interview session, he/she may be replaced by a person designated by the Executive Committee.
3. In the event that a committee chairperson cannot be present for an interview session, then the chairperson of such committee shall designate an alternate member of his/her committee.

**REFERENCES**

St. Anne Centre By-Laws 2015

\* \* \*