

Recruitment and Selection of General Manager

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Lead Role: Board Chairperson	Replaces: N/A
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Policy Statement

In accordance with its By-law 1B/2013, the Board of Directors of the Commission will employ a General Manager to provide operational and administrative leadership for the organization, and be responsible for its effective, efficient and regulatory compliant operations. The General Manager will report to the Board.

The recruitment and selection of the General Manager will be the responsibility of the Board of Directors.

Accordingly, the Board has adopted this Policy, with its Guidelines.

Guidelines

1. The mandate and responsibility of the General Manager will be in accordance with By-law 1B/2013.
2. The Board will use an experienced, independent professional recruitment firm to assist it in the recruitment search. Staff will develop a suitable scope of work document and contract to hire the firm, with guidance from the Board, in accordance with the Commission's purchasing policy.
3. A Committee of the Board may be appointed to supervise the search, screen/interview candidates and recommend a candidate to the Board, with the assistance of the recruitment firm. Appointees to this Committee can include Directors and outside advisors, with expertise in the Commission's business areas.
4. The recruitment search for the General Manager will consider the present and future needs of the organization, and its Strategic Plan.
5. The Board will consult staff, and the prior General Manager, if possible, on expected candidate qualifications.
6. The recruitment search will consider the current market for experienced candidates meeting the Board's expectations.
7. The recruitment search will be at least national in scope, and employ advertising media, as recommended by the recruitment firm.
8. Where the Board of Directors believes there may be suitably qualified internal candidates for

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the General Manager role, the Board, or its committee, can choose to screen and interview these candidates through the recruitment process, prior to instituting the externally advertised search.

9. All recruitment firm screened candidates recommended for interview by the Board, or its committee, will each have a written report summarizing their candidacy qualifications for the General Manager role, prepared by the recruitment firm.
10. The successful candidate for the General Manager role will be approved by a majority of the Board of Directors, subject to satisfactory completion of background checks and employment contract terms.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the Board Chairperson.
2. Related policies:

By-law 1B/2013	Operations and Administration
FIN-009	Purchasing
BRD-016	Employment and Compensation of General Manager
3. Appendices:
n/a