

## **HIRING OF THE CHIEF EXECUTIVE OFFICER**

Upon notification by the Chief Executive Officer of his/her intention to retire/resign, the Board will commence the following processes to fill the vacated position.

- a) A "Committee of the Whole" may be expanded to include the out-going CEO to draft a "List of Expectations":
  - ☐ create a "statement of NEED(s)" for the future of Livingstone Range School Division;
  - ☐ create a list of desired "personal qualifications";
  - ☐ create a list of desired "academic qualifications";
  - ☐ revisit the Board's Vision, Values, Mission and Guiding Principles to apply them to the above statement / lists.
- b) Enlist the assistance, services and expertise of an "external Human Resources Consultant".
- c) The Committee of the Whole will work collaboratively with the external Human Resources Consultant in the review of qualifications and applications and in interviews with prospective candidates.
- d) The Committee of the Whole will discuss their analysis of prospective candidates, concluding with recommendations and rationale for their selection.
- e) The Board will act upon these discussions and recommendations to hire the most qualified and suitable candidate.

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