



## GOVERNANCE

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**NAME:** APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER (CEO)

### GENERAL PRINCIPLES:

The Board is required by the Act to appoint a person to act as the Chief Executive Officer of the College. The Board wishes to ensure that the best possible candidate is appointed to the position.

### POLICY:

1. In the event that the position of Chief Executive Officer of the College becomes vacant, the entire Board of Governors will determine the process for the selection of the new CEO with the Chairperson and Vice-Chairperson acting as stewards of the process. For the interim vacancy or in a case of the CEO having a long-term absence, normally the Vice President Academic will be appointed acting CEO of Great Plains College.
2. The Board of Governors shall establish a budget which may be accessed to cover recruitment expenses.
3. The Board may enlist the services of a professional recruitment agency and/or any other persons deemed necessary to assist the Board in the search for a suitable candidate for the position.
4. The final decision to accept or reject the candidate recommended for appointment as Chief Executive Officer of the College shall rest with the entire Board of Governors.

### PROCEDURES:

Upon departure or notice of departure of an existing CEO, measures should be put in place as quickly as is reasonably possible to address operational issues and College business.

Consistent with Board By-Laws on CEO appointments, and at the discretion of the Board, one of the following courses of action should be taken over the short run:

- Appointment of the Vice President of Academics as interim CEO,
- Appointment of another Director, based on the decision of the Board, as interim CEO,
- Contracting an outside consultant as interim CEO.

In all options above, the Board shall consider the organizational, cultural, and financial implications of each choice, and in the case of an external consultant, the educational background and extent of relevant experience in postsecondary education.

### CEO RECRUITMENT:

Recruitment strategies for a new CEO typically consist of the following two options:

1. Management of the search process is contracted out to an executive search consultant. In this case, a search firm will engage the Board in a systematic search and selection process, based on well-tested models and procedures. Typically, this option is a 1<sup>st</sup> choice for Boards and is often recommended due to the time, resources, and expertise required to recruit a CEO. As well, an executive search firm often provides greater access to the best external candidates. Boards should consider the financial costs of this choice.

2. Management of the search process is handled internally by the Board. An internal search would require considerable time and direction provided by the Board Chair or designates, or sub-committee, including but not limited to the following tasks:
  - Selection of Board members or sub-committee to lead the search process,
  - Development of a CEO profile, job ad, and identification of venues and timelines,
  - Defining an interview panel, and defining interview questions,
  - Reviewing applications and creating a short-list,
  - Arranging logistics for a first interview,
  - Further consultation and screening,
  - Arranging a second interview, if required,
  - Deciding on access for the College community, ie., public vs private search processes, presentations, etc.
  - Deciding on terms of an offer,
  - Managing Ministerial approval,
  - New CEO arrival and orientation

Board members should allow 4 to 6 months from planning, to interviews, to an offer.

If an internal search is conducted, Board members should consider enlisting the services and expertise of the Human Resources department.