

## RECRUITMENT OF A CHIEF EXECUTIVE OFFICER

### **PURPOSE**

Recruitment of the Chief Executive Officer is the responsibility of the City of Lethbridge Library Board as the CEO is the only employee reporting directly to the Board.

### **PERSONS AFFECTED**

City of Lethbridge Library Board Trustees

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge Library Board to recruit the best qualified person available. The position must be filled via a competitive process, either internal or external, as the Board determines by a majority vote.

### **RESPONSIBILITIES**

The Board forms a CEO Search Committee comprising no fewer than three Board members. The committee members select a Chair.

The Board may give broad directions to the Search Committee (external or internal competitive process for example). The Board may authorize the Search Committee to retain the services of a professional search company to assist with the search.

The Board will consult with the City Manager and HR in regards to the employment contract.

### **REVISION HISTORY**

- September 9, 2015. New Policy
- June 13, 2018: Revised
- April 14, 2021: Revised