

 The College of Naturopaths of Ontario	Policy Type	COUNCIL POLICIES
	GOVERNANCE PROCESS	
	Title	Policy No. GP26.02
	Hiring a Permanent CEO Replacement	Page No. 1

*It is the responsibility of the Council to seek out an individual to perform the role of the Chief Executive Officer (CEO) in the event that the position becomes vacant.*

Accordingly,

1. The Council shall appoint a minimum of three Council members to form a Search Committee who shall be authorized to interview, evaluate, negotiate and recommend to the Council the appointment of an individual as the Chief Executive Officer.
2. The Search Committee, with the assistance of senior staff of the College, will issue a Request for Proposals from firms qualified to conduct an executive search on behalf of the Council and make a recommendation to the Executive Committee to contract with the successful bidding individual or firm.
3. The Council Chair and Interim CEO will complete the procurement process and sign a contract with the winning bidder who will then, on behalf of the Search Committee, oversee the process of advertising for and conducting initial screening of candidates for the position. Suitable candidates will be presented to the Search Committee for consideration.
4. The Search Committee will conduct interviews with the suitable candidates presented by the Executive Search firms, obtain reference checks for the candidate(s) it deems qualified and best suited to fill the position and select one individual to present to the Council as its proposed CEO.
5. The Search Committee shall present to the Council for approval, the name of the candidate for the position, their qualifications (Résumé or Curriculum Vitae), a draft negotiated employment agreement including compensation levels, benefits and start date.

DATE APPROVED	DATE LAST REVISED
July 31, 2019	March 29, 2023