

CHIEF EXECUTIVE OFFICER SEARCH AD HOC COMMITTEE

PURPOSE

The Committee serves to provide an advisory and guiding role. The Committee's role is to steer the recruitment and selection process for the CEO position for the Middlesex-London Health Unit and to provide advice and recommendations to the Board of Health regarding candidate selection.

REPORTING RELATIONSHIP

The new CEO Search Committee is an ad hoc Committee reporting to the Board of Health of the Middlesex-London Health Unit. The Chair of the CEO Search Committee will make reports to the Board of Health as a whole.

MEMBERSHIP & SUPPORT

The membership of the Committee will consist of not more than four (4) voting members. The members will be the Chair and the Vice-Chair of the Board of Health, one Board member appointed by Middlesex County, one Board member appointed by the City of London and at least one Board member appointed by the Province of Ontario. Members will be selected notwithstanding their membership in any other standing committee.

Other Board of Health members are welcome to attend the CEO Search Committee but do not hold voting rights.

The Committee will be supported by the Executive Assistant to the Board of Health. Support, in the form of input and feedback, will be sought from the Medical Officer of Health, the Interim CEO and other members of MLHU's Senior Leadership Team as the committee determines is appropriate.

CHAIR

The Chair of the Board of Health will serve as Chair of the CEO Search Committee until the committee ceases to exist.

DUTIES

The Committee will provide oversight and will make recommendations to the Board of Health on the following matters:

1. Division of roles and responsibilities for the MOH and CEO positions.
2. Selection and engagement of appropriate outside agency(ies) or consultant(s) to create a job description and conduct a candidate search.
3. Selection of a short list of candidates.
4. Conducting candidate interviews.
5. Making a final hiring recommendation to the Board of Health.

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FREQUENCY OF MEETINGS

The Committee will meet at the call of the Chair of the Committee.

AGENDA & MINUTES

1. The Chair of the Committee, with input from the committee members and assistance from the Executive Assistant to the Board of Health, will prepare agendas for regular meetings of the Committee.
2. Additional agenda items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health with the exception of restricted sessions which will be recorded by the Chair.
4. Agenda & minutes will be made available at least 3 days prior to meetings.
5. Agenda & meeting minutes are provided to all Board of Health members.

BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board of Health shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

Implementation Date: October 15, 2020
