



Alberni-Clayoquot Regional District

**Terms of Reference**  
**Chief Administrative Officer (CAO) Recruitment Committee**

**1. Introduction**

- 1.1 The Alberni-Clayoquot Regional District Board has formed the CAO Recruitment Committee to facilitate the recruitment process for a CAO.
- 1.2 The CAO Recruitment Committee is a select committee of the ACRD Board of Directors.

**2. Objective**

- 2.1 To recommend to the ACRD Board of Directors a preferred candidate for the role of CAO along with terms for a conditional offer of employment.

**3. Scope of Work**

- 3.1 The Committee will:
  - a Liaise between the Board and any external consultants hired to assist with recruitment and hiring processes;
  - b Engage with the external consultant to undertake candidate search, using job description approved by Board;
  - c Work with external consultant to consult key ACRD staff and regional partners to gain input on interview questions;
  - d Work with external consultant to prepare a long list of up to ten candidates comparing applicants to job description;
  - e Draft short list of up to 5 candidates based on results of initial telephone interviews and written assignments;
  - f Conduct interviews with short list;
  - g Upon completion of the recruitment process, recommend to the ACRD Board of Directors for approval one or two preferred candidate[s] along with terms for a conditional offer of employment.
  - h The preferred candidate[s] to meet with entire ACRD Board of Directors

- i Upon the Board’s approval of the Committee’s recommendations, the Board will delegate to the Committee authority to extend the approved terms of employment to the preferred candidate.

#### **4. Membership**

- 4.1 The membership structure of the CAO Recruitment Committee will be comprised of up to six (6) members of the ACRD Board of Directors with the following conditions:
  - o Two of the members will be the Chair and Vice Chair
  - o Membership, including the Chair and Vice Chair, will comprise at a minimum one (1) Municipal Director, two (2) members Electoral Area Directors, and one (1) member First Nation Director

#### **5. Privacy & Conduct**

- a CAO Recruitment Committee members will actively participate in a transparent, competitive, and comprehensive recruitment process, while holding in strict confidence all confidential information concerning matters dealt with by the Committee.

#### **6. Appointment and Term**

- 6.1 Members will serve until the recruitment process is completed.
- 6.2 Members are expected to attend all meetings and participate entirely and thoroughly in the recruitment process.

#### **7. Meeting Procedures**

- 7.1 The meetings of the CAO Recruitment Committee shall be at the call of the Chairperson.

7.2 Meetings of the CAO Recruitment Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw, however members will strive to reach consensus.

## **8. Reporting to the Board**

8.1 The Committee Chairperson will report to the Board on the activities of the CAO Recruitment Committee.

8.2 Recommendations of the Committee must be adopted by the Committee by motion prior to presentation to the Regional District Board.

## **9. Resources**

9.1 The Regional District's Administrative staff will provide support to the Committee including preparing agendas, recording minutes of all meetings and ensuring Committee agendas, minutes etc. are forwarded electronically for circulation to all members.

Approved by the ACRD Board: March 22, 2017
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Revised by the ACRD Board:
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