

RECRUITMENT COMMITTEE

Sub-Committee of the Human Resources Committee

Terms of Reference

Purpose

The Recruitment Committee is responsible for the selection and hiring of the Clinic senior administrative staff: the Administrative Lead and the Nurse Practitioner Lead. The Recruitment Committee is a sub-committee of the Human Resources Committee; however, has its own terms of reference.

Membership (Adhoc)

The Recruitment Committee shall be comprised of;

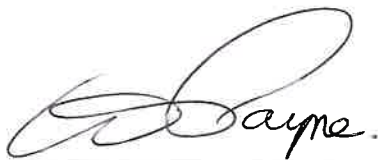
- At least three Board Directors, chaired by a member with human resource experience

Roles/Responsibilities

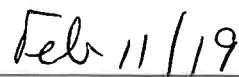
1. Form a recruitment committee who will lead the process and prepare a recommendation for the Board
2. Reviews all relevant laws and regulations to ensure compliance throughout the process
3. Determine the qualifications, experience, and qualities needed for the position
4. Develop a candidate profile and conduct a search
5. Short list applicants and conduct interviews
6. Complete reference, academic, and criminal record checks
7. Make a recommendation to the Board on the successful candidate
8. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
9. Minutes of all meetings are documented and presented to the board at the next general meeting.

Meeting Frequency

- The Recruitment Committee may meet at any time deemed necessary during intervals between regular meetings of the board.



Wendy Payne, Board Chair



Date of Chair Signature