

Algoma

Nurse Practitioner-Led Clinic

RECRUITMENT COMMITTEE

Sub-Committee of the Human Resources Committee

Terms of Reference

Role

The Recruitment Committee is responsible for the selection and hiring of the Clinic Executive Director - NP Lead.

The Recruitment Committee is a sub-committee of the Human Resources Committee with 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

Responsibilities

1. Form a recruitment committee who will lead the process and prepare a recommendation for the Board
2. Review 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, professional qualifications 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