Terms of Reference
ADRIA Executive Director Search Committee
March 2013

Mandate: The Search Committee will plan and conduct a selection process to identify and recommend to the Board, a person with the knowledge, skills, attitudes and experience to fulfill the role of Executive Director to enable ADRIA to achieve its vision, mission, and strategic directions. Key principles guiding this process are:

- Adherence to ADRIA 's values
- Fairness and transparency in the selection process including appropriately managing potential conflicts of interest
- Treatment of candidates with dignity and respect
- Maintaining confidentiality of all applicants
- Compliance with prevailing human rights legislation

Responsibilities\Tasks:

1. **Reviewing, researching and recommending to the Board an ED job description (roles, responsibilities; knowledge skills and experience); terms of employment and compensation level for the basis of recruitment**.
    - This will include reviewing the strategic plan to identify the strategic challenges ADRIA will be facing to help find the right person to help ADRIA meet these challenges
2. **Determine a Selection Process for recommendation to the Board including:**
    - How the ED job will be advertised
    - An applicant review and screening process
    - Development of a candidate rating process\sheet for interview
    - Determining a confidential process for receipt and handling of applications and materials to support the interview process
    - Responsibility for contacting and drafting Correspondence to candidates
    - Determining the Role of current staff in the process
    - Identifying the recruitment process costs
3. **Set timelines\schedule for the recruitment process**
4. **Implement the selection process** including development and placement of job postings; conducting interviews and shortlisting candidates
5. **Prepare a report for the Board providing a summary of the candidates shortlisted and the recommended candidate.**
6. **Negotiate and finalize terms with the candidate** and a contract of employment\service

7. **Determining an ED orientation strategy;** and facilitate short term goal setting to support a probationary period review.
8. **Provide assistance and input to the Executive Committee\Board regarding communications to members and stakeholders about the ED selection process and announcement of the new ED.**

Duration of Committee: From date of appointment to the finalization of the ED employment contract and announcements.

Chair of Committee: To be determined by the Committee members

Committee Membership: Jim Bancroft; Alex Paterson; Wendy Hassen

Requirements for Staff Time: ED's to support the committee by providing information, advice, document development and other supports to implement the selection process

Budget Requirements: Committee costs associated withConference calls and travel to attend interviews. Costs of advertising.

Reporting of Committee: **ED SEARCH Process \Job**–Electronic Board Meeting

Recommendation for ED – June 21 Board Meeting

Announcement of ED – July