



POLICY 16.1

March 26, 2004

RECRUITING / HIRING POLICY **Executive Director – National**

1. This policy will detail the procedure to be followed for the recruiting and hiring of an individual to fulfill the position of “Executive Director” at the National Office in Ottawa, ON.
2. The Terms of reference for this position are found in by-law 8, Art. 3.12 and currently read:

Article 3.12 - Executive Director and Duties

- (1) *The board may appoint an executive director who, subject to the terms of any contract of employment, shall hold office at the pleasure of the board. The board shall fix the terms of employment and remuneration of the executive director.*
- (2) *The executive director shall perform such duties as are prescribed in the terms of any contract of employment and shall:*
 - (a) *be responsible to the board through the president for the management and administration of the affairs of the League;*
 - (b) *propose to the board or to the president such policies and such measures for the development of the League or its affairs which the executive director considers will help to achieve the objectives of the League;*
 - (c) *serve as secretary of the League;*
 - (d) *attend and be eligible to vote at all meetings of the board, the National Council and the executive committee;*
 - (e) *maintain liaison with the appropriate directorates of the Department of National Defence;*
 - (f) *manage the head office of the League; and*
 - (g) *Carry out such other duties as are prescribed by the executive committee from time to time.*



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3. Where it becomes necessary to recruit a new Executive Director, the National Council shall be informed and the Executive Committee shall appoint a Selection Committee of no less than three members of the League to conduct the recruiting, interview and selection process. The advertising for the position should be given the largest exposure possibly both internal (League and DND) as well as externally (public) to attract the largest number of candidates possible.
 4. Suitable potential candidates will be selected from the replies to the recruiting process and interviewed by the Selection Committee. From this interview process, three top candidates will be selected and their applications reviewed by the Executive Committee for final approval.