

Medicine Hat College Board Policy

Policy #: **GEA-03 President Recruitment and Retention**

Effective Date: May 16, 2023

Next Mandatory Review Date: May 16, 2026

Frequency of Reviews: Every 3 years



1. HIGH LEVEL STATEMENT

A primary function of the Board of Governors (the Board) is to recruit and retain a President and CEO who provides authentic, collaborative, and active leadership that achieves the mandate of Medicine Hat College.

2. PURPOSE

This policy supports the Board in the recruitment of a President and CEO to achieve the college's mandate through effective management and oversight of the college's operations, as well as through leadership within the college and its broader community of stakeholders.

3. SCOPE

This policy applies to all board members in the conduct of the Board's business related to President and CEO recruitment and their conduct as board members.

4. PRACTICES

The Board acts in the best interests of the college to recruit, hire, and evaluate the performance of the President and CEO and to renew or terminate the President and CEO's contract.

In all aspects of the President and CEO's employment, the Board ensures its conduct meets the highest standards of fairness and respect for the office and the individual in it.

Recruiting a President and CEO

To recruit a leader to fill the role of President and CEO, the Board follows a transparent public process that begins with establishing a Presidential Search Committee. In consultation with the Human Resources (HR) Committee of the Board, the Search Committee establishes its terms of reference and may set timelines and objectives suitable for the circumstances of the search. The Search Committee's recommendation for the best candidate to fill the role is subject to the Board's approval. The President and CEO is appointed for up to a five year term, which may be renewed.

Retaining the President and CEO

The HR Committee of the Board oversees the recruitment, appraisal and compensation processes and identifies appropriate terms for the Board's employment contract with the President and CEO.

The HR Committee of the Board is responsible for negotiating the President and CEO's initial employment contract and any subsequent amendments or extensions on the Board's behalf. The Board Chair is responsible for ensuring these negotiations are completed in a timely manner and that the final contract is approved by the Board.

Guiding the President and CEO

The HR Committee of the Board represents the Board in all matters relating to the President and CEO's conduct and execution of duties under the employment contract and in the President and CEO's job description.

The Board evaluates the President and CEO's performance through a transparent system that measures performance against the documented expectations.

Extending or Terminating a President and CEO's Contract

The HR Committee of the Board acts in the college's best interests to decide whether to

- allow its contract with a President and CEO to expire without renewal,
- invite the current President and CEO to consider renewing or extending a contract or
- terminate a contract before its expiry date.

5. RESPONSIBILITIES

The Chair and all members of the Board of Governors are responsible for recruitment and retention of the President and CEO.

6. RELATED INFORMATION

- <https://www.alberta.ca/abc-compensation.aspx#jumplinks-0>

DOCUMENT HISTORY

May 2023	Policy Approved
January 2024	Reviewed – Revised Policy
February 2024	Policy Approved