FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: HIRING: EXECUTIVE DIRECTOR		POLICY NO: HR: 044
	DATE Issued: March 16, 2022	PREVIOUS POLICY NO/NAME:
	DATE Reviewed/Revised: February 26, 2024	RELATED DOCUMENTS: Hiring Executive Director Exhibit
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Out of Scope Employees	

Family Visions Inc. has an obligation to exercise scrupulous fairness in the hiring of all employees and to secure the best suitable personnel.

Family Visions Inc. is committed to selection procedures that are fair, consistent, and in compliance with applicable laws and regulations. There shall be no discrimination of employees or applicants for employment based on race, color, creed, religion, ancestry, national origin, sexual orientation, marital status, economic status, political affiliation, gender or age.

PROCEDURE

Search Committee:

- FVI Board will establish a search committee including the Board Chair and up to three additional members
- Committee will review the FVI current needs and goals reflecting current Strategic Plan
- Review existing ED job description recommend revisions as appropriate
- Prepare advertisement for the position including brief position description, required application details including Criminal Record Check, Drivers Licence, Drivers Abstract and Vehicle Insurance, application deadline, and receiving address
- Post in local newspapers, internal posting within FVI, job boards, FVI web site, and digital options as available
- Advertisement is to be available for a minimum of seven business days

Assessing the candidates:

- Committee will review the applications to determine who meets the required standards
- All hiring officials shall disclose any personal association they may have with a prospective appointee, which could be seen by an independent observer as creating a potential conflict of interest or as a cause for favorable treatment.
- One member is responsible to schedule interviews with candidates
- References may be collected at this time. Reference materials will be maintained with the application documents

- References will be contacted by members of the interview team at this time or following individual interviews
- All persons involved in the hiring processes are responsible for ensuring that information concerning candidates which is acquired during the hiring process is held in strict confidence and is shared only with the Board.
- Only applicants who are legally entitled to work in Canada will be considered for employment.

Interviewing:

- Consistent questionnaire will be developed and used with each candidate
- Information related to the applicants' knowledge, skills and ability to perform the job will be collected, documented and retained to support the selection process. (the committee chair will collect all notes to be held in the applicant file subsequent to the interview)
- All interview documents related to unsuccessful candidates will be retained for six months following the interview
- All documents related to the successful candidate will be filed by the FVI Board Chair

Approval:

- Recommendation for the position of Executive Director will be made by the Search Committee to the full FVI Board
- The final decision will be made by a motion of the board
- The successful candidate will enter into a contract with FVI and is expected to adhere to details including probationary period, length of contract, salary, vacation, evaluation, and so forth
- The employer reserves the right to rescind an offer, or to terminate employment if information is misrepresented or omitted from an application or resume or during the interview process.
- Unsuccessful applicants will be notified by telephone within 24 hours of the position having been offered and accepted by a different applicant.

Transition:

Transition Plan

- Whenever possible, provide cross-over time for the outgoing and incoming ED to work together to ease the transition within the organization, office, and FVI homes along with staff and Supported Individual introductions
- outgoing Executive Director to provide a concise list of important upcoming dates (e.g., special events, meetings), all passwords, codes, procedural details, and so forth
- outgoing executive director to ensure files are up-to-date and clearly marked.
- outgoing executive director to identify where important documents are filed.
- arrange authority for such things as signing cheques

External Communication

- FVI Board Executive along with the outgoing ED will determine a list of key stakeholders including Families of FVI Supported Individuals to whom an announcement about the transition will be made
- FVI Board Executive will draft an announcement and be responsible to forward the announcement by email or mail

Internal Communication

- The arrival of a new person can be stressful for staff. Keeping staff informed of the process will make it easier on them ie details of the transition plan and announcement and introduction to the Incoming Executive Director as soon as possible