



POLICY TYPE: BOARD-EXECUTIVE DIRECTOR LINKAGE  
POLICY NUMBER: 3.5  
POLICY TITLE: VACANCY, RECRUITMENT AND SELECTION OF  
THE EXECUTIVE DIRECTOR  
ACTION DATE: MAY 24, 2007

The board employs the executive director. The board acting as a body is responsible for the recruitment, selection and removal of the executive director. The board will carry out this responsibility in a consistent, legal, dignified, organized, clear, and fair manner.

1. In the event of a vacancy in the position of executive director due to resignation, retirement, disability or death, the board shall arrange for the duties and responsibilities of the executive director to be fulfilled.
  - a. The staff member identified by their job description as the executive director's designee shall assume the duties of the position in the event of an unexpected vacancy.
  - b. Within thirty days of a vacancy, the board shall appoint an interim executive director.
  - c. In accordance with public ethics requirements, board members are ineligible to serve as interim executive director.
2. The chairperson shall appoint a search committee of no fewer than three but less than a majority of current board members to organize and administer the recruitment of qualified candidates to fill the position of executive director.
  - a. The board shall set the budget of the search committee for advertising, consultation, supplies, travel and other related costs of the recruitment.
  - b. The search committee will review the current job description, qualifications and duties of the executive director as written in board governance policies and will recommend alternatives to the board as necessary.

**This policy was adopted by official board resolution 07-05-01, is duly recorded in the minutes of the board and is duly recorded in the 05-24-07 minutes of the board.**

Attested by \_\_\_\_\_, Secretary of the board



- c. The minimum qualifications of the executive director required by law are a mental health professional with experience in administration or a professional administrator with experience in mental health.
  - d. The search committee will review the labor market, using compensation studies provided by trade organizations such as the Ohio Association of County Behavioral Health Authorities and recommend an acceptable range of salary, fringe benefits and other compensation.
  - e. The search committee will advertise the position vacancy to encourage a diverse and qualified applicant pool.
  - f. The advertisements and internal postings of the job vacancy shall include a brief summary of the job's duties and responsibilities, applicant educational and experience requirements, compensation range, an equal employment opportunity statement, and the deadline and method of application.
  - g. The search committee will be supported by the manager of human resources and special projects or other qualified staff member that is not an applicant for the position.
  - h. The search committee may seek input from constituent groups and community members if necessary to fulfill its duties.
3. The search committee shall be responsible for organizing and administering the selection process.
    - a. The search committee shall update the board on a regular basis on its progress.
    - b. The search committee will review all applications received for the position of executive director and will inform the board of the candidates it recommends for an interview. All applications received shall be available for board member and public inspection upon request.

**This policy was adopted by official board resolution 07-05-01, is duly recorded in the minutes of the board and is duly recorded in the 05-24-07 minutes of the board.**

**Attested by \_\_\_\_\_, Secretary of the board**



- c. The search committee will conduct interviews of the selected candidates and will compile other information (e.g., reference and background checks, writing samples and other appropriate and legal job-related methods) as necessary to recommend the top candidate(s) to the board for hiring.
- d. The search committee shall conduct its business in accordance with the requirements for open meetings as written in Policy 4.3, Board Discipline.
- e. Final selection of the executive director will be made by the board. The board will be given an opportunity to meet the top candidate(s) prior to making an offer of employment. The board may decide to interview the top candidate(s).

**This policy was adopted by official board resolution 07-05-01, is duly recorded in the minutes of the board and is duly recorded in the 05-24-07 minutes of the board.**

**Attested by \_\_\_\_\_, Secretary of the board**