



Ad Hoc Superintendent Search Committee

Terms of Reference

Purpose:

To assist the Board in fulfilling their responsibility of selecting the new Superintendent of Schools.

Membership:

- a) All Trustees, with Board Chair to serve as Committee Chair
- b) Associate Superintendent of Business and Operations/Secretary Treasurer as required
- c) Consultant

Areas of Focus:

Areas of focus include:

- a) Create ideal candidate profile taking into consideration input from stakeholders
- b) Engage with consultant who will lead and guide the work
- c) Keep staff and community informed as appropriate

Authority:

The Committee is delegated the authority to:

- a) Develop framework, process, and timeline for Superintendent search
- b) Work with consultant to implement the search process
- c) Shortlist and interview candidates
- d) Negotiate contract in alignment with Superintendent of Schools regulation
- e) Recommend one preferred candidate to the Board

Meetings:

As required and called by the Committee Chair.

Summary:

Given the nature of the work, meeting summaries will not be provided. The results of the committee's work will be presented in the form of a recommendation to the Board for a qualified and suitable candidate.

Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development.

Budget:

To be established during the Board's annual budget process.