



**Accompanying Procedure to Board Policy #  
3.3 – Executive Director Succession Plan  
Procedure for hiring the Executive Director**

**Purpose:** To detail the steps to be taken by The Flower Cart Board of Directors in hiring a new Executive Director.

**Procedures:**

1. Create the Hiring Committee and confirm its Terms of Reference.
2. Review and confirm the Executive Director’s Job Description.
3. Advertise the position to current Flower Cart Group employees and the general public to include “a no later than” submission date for applications. The Hiring Committee will make the information available on appropriate professional networks.
4. Review applications (all applications to be sent by email).
5. Create a short list of applicants.
6. Conduct interviews either in person, by telephone or virtually, ensuring they are scripted and the same questions are asked of each applicant.
7. Carry out at least two reference checks on the successful applicant.
8. Arrange a meeting of the successful applicant with Flower Cart Group Staff and tour facilities and carry out a final interview.
9. Provide a written job offer to the successful applicant to include starting salary, benefits and a negotiated start date acceptable to all concerned.
10. Negotiate an employment contract/agreement with the successful applicant.
11. Ensure the new hire is provided with a thorough orientation to the Flower Cart Group.
12. Review the hiring procedure and recommend changes, if any.

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Revised: March 2017