



**Policy Section 3: BOARD – EXECUTIVE
DIRECTOR – EMPLOYEE RELATIONS**

Policy#: 3.3.1

**Policy: Procedure for Hiring the Executive
Director**

Revision: Rev 2

Approval: July 07, 2021

1. Purpose:

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

2. Procedures:

- 2.1 Create the Hiring Committee and confirm its Terms of Reference.
- 2.2 Review and confirm the Executive Director's Job Description.
- 2.3 Advertise the position to current Flower Cart employees and the public to include "a no later than" submission date for applications. The Hiring Committee will make the information available on appropriate professional networks.
- 2.4 Review applications (all applications to be sent by email).
- 2.5 Create a short list of applicants.
- 2.6 Conduct interviews either in person, by telephone or virtually, ensuring they are scripted, and the same questions are asked of each applicant.
- 2.7 Carry out at least two reference checks on the successful applicant.
- 2.8 Arrange a meeting of the successful applicant with Flower Cart Staff and tour facilities and carry out a final interview.
- 2.9 Provide a written job offer to the successful applicant to include starting salary, benefits, and a negotiated start date acceptable to all concerned.
- 2.10 Negotiate an employment contract/agreement with the successful applicant.

- 2.11 Ensure the new hire is provided with a thorough orientation to The Flower Cart.
- 2.12 Review the hiring procedure and recommend changes, if any.

3. Record of Amendment:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	April 28,2009
Rev 1	Revised	March 28,2017
Rev 2	Reviewed and Updated	July 07, 2021