

HIRING A CHIEF STAFF EXECUTIVE

Status of Document Date of Draft: January 20, 2025

Board Adoption Date: July 17, 2025

Revised by iaedp Foundation Board:

Date of Next Full Review: 2028

Preamble

As a nonprofit organization dedicated to promoting professionalism, ethical standards, education, certification, awareness, and prevention in the treatment of eating disorders, we recognize the critical role of the Chief Staff Executive in fulfilling our mission. The Chief Staff Executive serves as the primary leader responsible for the organization's strategic direction, operational management, and stakeholder engagement. This policy outlines the process for hiring or contracting a qualified individual who embodies our values and can effectively lead our organization toward its goals.

Purpose

The purpose of this policy is to establish clear and consistent procedures for recruiting, selecting, and hiring a Chief Staff Executive who possesses the necessary skills, experience, and commitment to uphold the mission and vision of our organization.

- 1) Authority and Oversight: The Board of Directors (or designated Executive Search Committee) is responsible for overseeing the recruitment and selection process for the Chief Staff Executive. The Board will ensure that the process is transparent, fair, and aligned with the organization's strategic goals.
- 2) Hiring Process
 - a) Establishing a Search Committee
 - i) The Board of Directors will form a Search Committee to manage the recruitment process.
 - ii) The Committee will be composed of board members, key stakeholders, and, if necessary, external advisors.
 - b) Defining the Position
 - i) The Search Committee will draft a job description outlining responsibilities, qualifications, and key competencies required for the role.
 - ii) The job description will be reviewed and approved by the Board of Directors.
 - c) Recruitment Strategy
 - i) The position will be advertised through professional networks, industry associations, job boards, and relevant media.
 - ii) Outreach efforts will focus on attracting a diverse and highly qualified pool of candidates.
 - d) Application and Screening Process

- i) Applications will be reviewed based on predetermined selection criteria.
 - ii) The Search Committee will shortlist candidates who best match the qualifications and mission of the organization.
- e) Interview Process
 - i) The Search Committee will conduct initial interviews to assess candidates' experience, leadership style, and alignment with the organization's values.
 - ii) Finalists will be invited for in-depth interviews, which may include presentations, case studies, or interactions with key stakeholders.
- f) Reference and Background Checks
 - i) The Search Committee will verify professional references and conduct background checks to ensure the integrity and credibility of the final candidate.
- g) Final Selection and Board Approval
 - i) The Search Committee will recommend a finalist to the Board of Directors for approval.
 - ii) The Board will vote on the selection and extend a formal offer, including compensation and terms of employment or a formal contract, if the individual chosen is an independent contractor.
 - iii) The contract for this role will be issued on a yearly basis and will be renewed upon successful completion of a performance review conducted by the iaedp Foundation President.
 - iv) If the Chief Staff Executive fails to meet performance expectations, demonstrates misconduct, or no longer aligns with the strategic direction of the organization, the contract will not be renewed. The decision for non-renewal will be determined by the Board of Directors based on the performance review and organizational needs. The search process for a new Chief Staff Executive will start immediately by the search committee.
 - v) If the Chief Staff Executive chooses to terminate the contract before the completion of the contract term, they must provide at least three months' written notice to the Board of Directors. This notice period allows for a smooth transition and the initiation of the search process for a replacement.
- 3) Onboarding and Transition
 - a) A structured onboarding plan will be developed to familiarize the new Chief Staff Executive with the organization's policies, support team, stakeholders, and strategic initiatives.
 - b) The outgoing Chief Staff Officer, if applicable, will provide support for a smooth leadership transition.
- 4) IV. Succession Planning:
 - a) The Chief Staff Executive shall contribute to developing a succession plan to ensure continuity of leadership and knowledge transfer as soon as possible after they are hired or contracted.