Leadership Appointment Checklist

When leaders are to be appointed, action that is fair and free from favoritism or prejudice should be taken by the appropriate Personnel Committee. Listed below are the five formal steps involved in leadership appointments. Please note that the proposed leadership appointment is not discussed with the candidate until Step #3 (Visit/Interview).

1. Discussion/Recommendation
   - The recommending Personnel Committee holds a discussion about the candidate, completes the appropriate fields on the Application for Leadership Appointment (see page 56) and submits it to the approving Personnel Committee.

2. Review/Conditional Approval
   - The approving Personnel Committee receives the Application for Leadership Appointment and discusses the proposal.
   - Conditional Approval from the approving Personnel Committee
     - At least two-thirds of the approving Personnel Committee, including the divisional leader of the candidate, must agree with the approval.

3. Visit/Interview
   - An appropriate divisional representative from both the recommending Personnel Committee and the approving Personnel Committee visit and interview the candidate.
   - If the candidate accepts the responsibility, a Leadership Information Card (see page 57) should be completed and the Code of Conduct for Leaders Signature Form (see pages 63–73) signed. Both should be forwarded to the approving Personnel Committee.

   Please Note: For any candidate who does not agree to sign the Code of Conduct for Leaders Signature Form, the appointment process concludes.

4. Final Approval
   - The appointment is finalized at the approving Personnel Committee meeting with the signing of the Application for Leadership Appointment that was received in Step #2.
   - The approving Personnel Committee then informs the recommending Personnel Committee of the formal approval.

   Please continue to step 5 on the reverse side of this form.
5. Announcement

It is the responsibility of the recommending Personnel Committee to inform the following individuals/groups before a general announcement is made:

- Candidate;
- Candidate’s new four-divisional line leaders;
- Candidate’s previous four-divisional line leaders (if applicable);
- The appointment should be announced at an appropriate meeting by a leader at least one level above the level of those being appointed. The appointment is official once it is announced.

Recordkeeping

The below forms should be kept by the approving Personnel Committee for recordkeeping purposes:

- Application for Leadership Appointment;
- Leadership Information Card;
- Code of Conduct for Leaders Signature Form;
- Copies should be sent to the Zone Statistics Specialist or the person responsible for updating the district through national database.