

EXECUTIVE DIRECTOR SEARCH

COMMITTEE MEMBERSHIP

- Ray Clifford (BYU)
- Peter Krawutschke (ATA)
- Ann Sunderland (AATF)
- Todd Bowen (ICTFL)
- Amanda Seewald (FLTNI)
- Ali Moeller (NFMLTA)
- Dan Davidson, Chair (American Councils)

SEARCH PLAN

APPLICATION PROCESS

- The initial deadline for receipt of applications is March 15, 2012.
- Initial applications, which will consist of a CV and letter of intent with salary requirements, will be received by Constellar Group.
- Constellar Group will assist with the initial stages of the search, receiving and acknowledging all applications and developing a short list for review by the Committee.
- The Search Committee will screen applications and determine candidates to be interviewed. The number of candidates to be interviewed will be at the discretion of the Committee. Letters of recommendation and references will be asked of top candidates only.
- Limited travel and advertising expenses will be provided

INTERVIEW PROCESS

- The first round of interviews will be completed via online/phone conference.
- Questions to be asked will be determined by the Search Committee, based on the job description, approved by the Board in December (Attached).
- Top candidates will be interviewed in person in DC. As many Search Committee members as possible will attend, either at their own expense or via technology.
- The Search Committee expects to make a recommendation to the Board for approval by May 1, 2012.

JOB OFFER/CONTRACT AND SALARY NEGOTIATIONS

- Once the successful candidate has been selected, contract and salary negotiations will be led by the President in consultation with the Executive Committee.
- The negotiated contract and successful candidate will be approved by the Board of Directors, ideally by May 1, 2012, so that he/she may be announced at the annual conference.

TRANSITION

The successful candidate ideally will be on board by May 31, 2012 to overlap with the current Executive Director during the month of May or June -- especially in preparation for and during the Lobby Day and Delegate Assembly. However, this may or may not be feasible, given the timing of the search process.