

CEO Search Committee Highlights

March 5, 2020

The CEO Search Committee is a six member committee: two directors (Don Weaver and Lynne Chalmers), two staff (Dee Schisel and Cheryl Moose) and two members (John Hadley and Amy Hajduk). The committee held its first meeting today and agreed on a search committee process (see attached). We began discussing the position description and how to advertise the position. It was decided we would advertise the position ourselves initially. If an adequate pool of applicants does not occur, we will look at hiring a search firm.

The committee reviewed the previous position description (the one used when Kent Blumenthal was hired) and a draft Lynne created that included Policy Governance components. Suggestions were made to Lynne's version which she will make for the next meeting.

GVR CEO Search Committee Process

1. Develop the position/job description for the duties and responsibilities of the position.
2. Develop the position description for advertising the position (e.g., brief description of position, essential and desired qualifications, starting date, application deadline, salary range).
3. Advertise the position (either ourselves or using a search firm).
4. Review applications and rate each applicant. The rating form will be based on the essential and desired qualifications and information found in the applicant's resume.
5. Reduce the pool of applicants based on the numerical ratings to a short list of those most qualified for the position.
6. Search committee conducts phone interviews and eliminate unsuitable applicants.
7. On-site interviews for top 3-4 applicants. Interviews will be conducted with the search committee, the Board, the staff (department heads), and members. Feedback will be collected from each group of interviewers.
8. Search committee will recommend at least one candidate for the position to the Board.