

Executive Director Recruitment Process

DATE	ACTION	COMMENTS
Aug 24, 2011	George sends notice to Executive Committee, LCOG Board, LCOG staff	
Sept 8, 2011	Executive Committee Meeting – George discusses “Resignation” Memo, Proposed Employment Agreement, Recruitment Proposal	
Sept 22, 2011	Board Meeting – George shares information previously shared with Executive Committee. Election of officers for 2012. Accept Executive Director Resignation Effective Nov 30, 2011. Rehire Executive Director Effective Dec 1, 2011 under new contract, or authorize Executive Committee to execute new contract. Authorize Board Chair to Establish a Search Committee. Authorize RFP for recruitment firm. Delegate selection to Executive Committee.	
Oct 13, 2011	Executive Committee Meeting – Search Committee consisting of Board members and Key Stakeholders established.	Important this includes CEO representatives in addition to Board members. Probably committee of 8 – 4 Board members, 4 CEO’s.
Nov 10, 2011	Executive Committee Meeting – Select Recruitment Firm	Need this to occur here so recruitment can begin January 1.
Nov 30, 2011	George “Retires” – formal termination with agency required for PERS purposes.	PERS Retirement starts Dec. 1.
Dec 1, 2011	George’s employment under new contract begins	
Dec 8, 2011	Board Meeting – Appointment/Election of Executive Committee for 2012. Working with recruitment firm, develop recommendation on desired “dimensions” for Executive Director.	
Jan 3, 2012	Recruitment Formally Begins	
Jan 12, 2012	Executive Committee Meeting	First meeting of new Exec Committee.
Feb 9, 2012	Executive Committee Meeting	
Feb 23, 2012	Board Meeting	

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Feb 24, 2012	Application Period Closes	
Mar 8, 2012	Executive Committee Meeting	
March 2012	Recruitment firm screens applications. Selection Committee/Executive Committee screens to final candidate pool.	
Early Apr 2012	Selection Process Interview w/ Board Interview w/ Key Stakeholders Interview w/ Staff? Mix & Mingle Event?	
Apr 12, 2012	Executive Committee Meeting Joint meeting with Selection Committee? Recommendation for Board?	
Apr 23, 2012	Board Meeting Select New Executive Director. Authorize Chair to Negotiate Contract.	
May 10, 2012	Executive Committee Meeting	
May 2012	Selection Process	
Jun 14, 2012	Executive Committee Meeting – Appoint interim Executive Director if necessary.	Would the Executive Committee have this authority? If not, this would need to occur at the Jun 28 Board meeting if we need this step.
Jun 28, 2012	Board Meeting Approve Contract for Executive Director.	
Jun 29, 2012	Big Party for George	Jun 30 is a Saturday.
Jul 1, 2012	New or Interim Executive Director Begins	This is a Sunday.