

A S S O C I A T I O N W O R K S

Association Works Approach To Executive Director Searches

The selection of an Executive Director is one of the most important decisions that a volunteer Board of Directors will make. It is imperative that the Board, through it's Search Committee, maintain focus on the few critical aspects of the search process:

- 1) Identifying the attributes sought in a new Executive Director
- 2) Conducting reference phone calls
- 3) Interviewing finalist candidates
- 4) Making the decision using pre-established criteria

In close partnership with volunteer leadership, we assume primary responsibility for:

- 1) Identification of leaders in the field
- 2) Proactive recruitment
- 3) Facilitating the process
- 4) Assisting in the development of attribute requirements
- 5) Assisting in determination of compensation and benefits package
- 6) Advertising and recruitment
- 7) Being the primary contact for applicants and potential applicants
- 8) Assuring a fair process for all candidates
- 9) Receiving and acknowledging applications
- 10) Ranking resumes for Committee consideration
- 11) Developing a Search Resource book for use by the Search Committee including questions, interviewing skills, ranking forms, etc.
- 12) Advising Chair and committee on pertinent issues
- 13) Assisting in design for the actual interviews
- 14) Meeting scheduling, notices, logistics, etc.
- 15) Notifying unsuccessful candidates and providing feedback
- 16) Coordinating reference checking
- 17) Conducting background, criminal, and credential reviews
- 18) Maintaining confidentiality throughout the process

Our purpose is to do the necessary work to assure a professionally conducted process and at the same time partner with the Search Committee so that it can remain focused on the critical decision making aspects. We value your commitment and assure you that the time spent in meetings and on conference calls is of the highest quality (actual number and type of meetings to be mutually determined). The entire process from public announcement to Executive Director selection is usually less than four months.

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