

Conference call re: recruiting the AD
Thursday, April 1, 2004
Attendees: Lisa, Mike, Jon, Bree

1. Timeline for recruiting the Associate Director (AD).

- ****AD will start in August.****
- **Advertise position and accept applications (Now through Friday, April 23)**
 - Post job listing in various sources
 - Letters to top candidates go out
- **Screen applications and pick 2nd round candidates (Friday, April 23 – Friday, April 30)**
 - Follow up applications to get more info, if needed
 - Pick phone interview candidates
 - Board decides on criteria for phone interviews
- **Schedule and hold phone interviews (Saturday May 1 – Wednesday, May 5)**
- **Select final candidates (by Sunday, May 9)**
 - Offer final round interviews to be held in late May (preferably at May board meeting)
- **Hold in-person interviews at Board meeting (May 22-23)**
- **Choose AD by June 1**
- **Orient AD ?**

2. We discussed possible outlets for advertising, including idealist.org, The Free Press newspaper, college newspapers.

3. Mike will edit the letter of encouragement for top candidates and resend to the board for their approval. The letter will include a line about candidates being “one of a small group of selected people” receiving the letter, and it will only be sent to a few top choices.

4. Mike is the point person for all applications through June 23. We will appoint board members to take responsibility for scheduling the conference calls, conducting the conference calls, etc. in the near future.