

TO: MCHCD Board
FROM: Susan Savage, Paul Katzeff
RE: Hiring procedure recommendation
DATE: August 16, 2023

The following is a recommendation for a process for hiring an Executive Director:

- The approved job description will be distributed through all known platforms
- Temporary contract possibilities will be researched and recommended to the Board as appropriate.
- All members of the Board will be able to review all applications as they are received
- All applications will be reviewed and selected for interview by the Board.
- A list of criteria for selection will be developed and adopted by the Board.
- A list of 12-13 questions for interviews will be developed and adopted by the Board.
- All selected applicants will be invited to a closed session of the Board to respond to the adopted questions.
- All interviews will be conducted using identical initial questions. Additional follow-up to clarify answers may be included as needed.
- After the interviews of selected applicants is complete, the Board will vote to hire one or none of the applicants.
- If none are selected, the District will continue to accept applications.
- The successful applicant will be notified of their selection and will meet with the Chair and Treasurer to negotiate salary and benefits compensation and start date.
- An agreed contract with terms and conditions of employment will be reviewed by legal counsel and approved by the Board.