

Critical Board Practices

Key (Search for Leader) Dates and Committee Meetings

Key Search Dates:

Activity	Due Date
Ads Placed and Other Sourcing Contacts Made	Early Dec
Application Deadline	Early Jan
Interview Deadline	Late Feb
Recommendations of Finalists to Board	Late Mar

Committee Meeting Dates, Times, and Topics

Mtg Date	Mtg Time	Key Agenda Items
Oct	4:00 – 6:00 p.m.	Finalize all recruitment activities and ads
Nov	4:00 – 6:00 p.m.	Interview Process: Develop interview questions <i>Please bring questions into this meeting (review Focus Group information and Board information to help formulate)</i>
Dec	4:00 – 6:00 p.m.	Application Review and Interview Process: Develop rating sheet for reviewing applications; Establish interview process and guidelines Determine how selection of finalists will be done Other logistics: contacts for candidates to be interviewed, letters of notification, etc.
Jan	4:00 – 6:00 p.m.	Interview Process:
Jan	4:00 – 6:00 p.m.	Select Interviewees: review rating sheets and determine who will be called for interviews
Feb dates		Interviews: 2 per evening
Late Feb	following last interview and for as long as needed	Select Finalists: determine finalists based on interviews and decide how/who will do reference checks
Mar	4:00 – 6:00 or longer as needed	Prepare Recommendations for the Board: Review references and prepare materials to go to the Board