**Tahoe Fund**

**Search Timeline and Protocols**

**Timeline**

This timeline sets out some milestones for the search process in order to facilitate planning and meeting coordination. The timeline may be adjusted as the search evolves, but effort should be made to stay within range of the dates suggested.

**Designing Process and Consensus Building:**

|  |  |
| --- | --- |
| * Contract signed
* Initial Search Committee Meetings and Discussion
 | Week of November 21 Week of November 21 |
| * Present initial draft of position description
* Finalize position description and prepare for sourcing
 | December 7 December 15  |

**Sourcing and Recruitment:**

|  |  |
| --- | --- |
| * Outreach and initial sourcing
* Early phone review of prospects
 | December 15 through February 6 Week of January 22 |
| * Initial presentation of prospects *to search committee*

  |  One day, during the week of February 5  |
| * Initial interviews *by search committee* with 4-6 Prospects in early February
 | Set two dates, week of February 20 |

**Vetting and Hiring:**

|  |  |
| --- | --- |
| * Final interviews

(Full day for each candidate with a range of board and staff members meeting in small groups with the candidate) | Hold two-three days the week of March 5 |
| * Selection of finalist by the *search* committee
 | Two hour meeting in the week of March 21 |
|   |  |

**Protocols:**

In order to assure continuity, efficiency and the integrity of the search process, there are a number of procedural guidelines that must be adhered to by board members and staff. These efforts will help to assure that all candidates are given equal consideration, inclusion and consistent communications.

- All potential candidates should be referred directly to Mike Howe (mike@olivegroveconsulting.com – 415/488-4611) or Nancy Painter (nancy@olivegroveconsulting.com- 650/585-2365).

-Board members should avoid recommending potential candidates via the search committee or board president, but rather directly to Oliver Grove Consulting.

-In the rare event “special handling” of a potential candidate may be necessary, arrangements should be discussed with Olive Grove Consulting.

-Board members and staff should not conduct any independent references of potential candidates during the evaluation and selection process. This must remain in the domain of the search committee and Olive Grove Consulting at the appropriate time, and with candidate approval.

-The search committee, working with Olive Grove, represents the interests of the board throughout the bulk of the search effort. As noted in the *Vetting and Hiring* section of the Timeline, board members interested in the final vetting/selection process will have an opportunity to meet with the candidate(s) recommended by the search committee prior to a hiring decision.

-The final candidate nominated by the search committee shall be approved by a majority vote of the board.