

Executive Director Search Task Force Charge

The Executive Director Search Task Force shall:

1. Maintain effective and ongoing communication with the Executive Board
2. Operate within the budget provided
3. Develop a timeline for the recruitment process that includes key communication points with Executive Board
4. Prepare and distribute a position announcement
5. Actively seek and recruit qualified candidates
6. Seek an applicant pool that represents the diversity of TLA's membership
7. Develop a screening tool to ensure consistency for the review of applications
8. Conduct independent reviews of candidate applications and actively participate in selecting candidates for interviews
9. Develop interview questions
10. Schedule and conduct interviews of selected candidates
11. Oversee schedule for interviews
12. Make a final recommendation, along with justifications, to the Executive Board

The Executive Director Search Task Force members shall:

1. Prioritize and arrange their schedules to accommodate the search task force meetings and candidate interviews
2. Foster a search process that is inclusive and free of discrimination by adhering to non-discrimination policies and best practices
3. Keep search committee deliberations confidential

Members:

Communication Responsibilities to the Board:

1. Before initial review of applications, communicate generally (no names) on the status of the search pool
2. After initial review of candidates, communicate about the general strength of the pool, any non-confidential decisions of the search committee (i.e. we are conducting 5 zoom interviews)
3. When candidates are invited to full face-to-face interviews, share names and dates
Share final recommendation, along with justifications

Communication Responsibilities of the Board to the Membership:

1. Share task force charge and membership at launch of search