

23 August 2022

Charge to Search Task Force:

The Search Task Force is charged to work with the search firm to bring at least two finalists for Council to interview and choose as SBL's next Executive Director.

Specific Responsibilities and Parameters:

1. Discuss and select the search firm in accordance with the Policy Manual;
2. Serve as the only approved SBL body to work with the search firm;
3. Discuss what lessons have been learned from the ED search process twelve years ago;
4. Work with the search company to develop a tentative timeline for the search process;
5. Make sure that the search firm will conduct at least five virtual listening sessions (one with Council, one with all SBL staff, and three sessions that are open to the entire SBL membership) before it drafts and submits the candidate profile for the Search Task Force to revise and for Council to approve;
6. Keep in strict confidence the identities of all applicants/candidates (the only identities to be shared with Council, including Council Chair, are those of the finalists);
7. Conduct at least two screenings of applicants/candidates before naming the finalists (an initial and a second cut);
8. Ensure that the finalists will spend time with SBL staff (including, if possible, time to share a meal);
9. Refrain from answering any questions from applicants/candidates about salary and other financial/benefits packages;
10. Recognize that any financial arrangements with the search firm must be approved and signed by both the Council Chair and SBL's Director of Finance and Administration.

Specific Responsibilities of the Search Task Force Chair:

1. Serve as the only designated spokesperson about the search (Search Task Force and Council members should relate all inquiries they have received from others regarding the search to Search Task Force Chair);
2. Contact and ask SBL staff to provide documents required by the search firm, if and when needed;
3. Provide general updates of the search process regularly, first to Council and then to SBL membership;
4. Ensure that the search firm will handle calls to all applicants/candidates who are no longer being considered for the ED position.