

AGENDA ITEM EXECUTIVE SUMMARY: Policy for Hiring and Recruiting Procedure for Charter Board Executive Director



Policy Statement

Hiring and Recruiting Procedure for Charter Board Executive Director

The purpose of the policy is to establish a transparent and efficient process for recruiting and hiring a qualified candidate for the Executive Director position.

Process

1. The Charter Board ("Board") and Board staff shall follow all necessary requirements as outlined in Arizona Department of Administration's most recently updated policies for hiring and posting the job announcement.
2. The Board President shall establish a Hiring Committee comprised of at least 3, but no more than 5, Board members.
 - a. Each Board member shall have the opportunity to volunteer to be on the Hiring Committee. If more than three Board members volunteer to be on the Hiring Committee, then the Board President shall determine which members will serve on the Hiring Committee.
3. The Hiring Committee shall review applicant resumes and determine which applicants to interview.
4. The Hiring Committee shall interview the select group of applicants.
5. The Hiring Committee shall recommend to the Board the applicant they think is most qualified for the Executive Director position.
6. The Board shall consider and vote on the Hiring Committee's recommendation for the Executive Director position.
7. The Board President will negotiate salary with the selected candidate.
8. The Board and its Hiring Committee may hold an Executive Session under A.R.S. § 38-431.03(A)(1) as appropriate.

Historical Note:

Effective: MONTH DAY, 2017

Board Approval Date: MONTH DAY, 2017

