



Board of Directors Meeting

January 10, 2013

2012-2013 Timeline for JWB Executive Director Search

Item V.A.

**2012-2013 TIMELINE
JWB EXECUTIVE DIRECTOR SEARCH PROCESS**

TIMING	ACTIVITY	PRIMARY RESPONSIBILITY
November 29	Decision to undertake search using internal resources Appointment of Search Committee	Board
November 29	Development and Approval of Organizational and Position Profile	Board
December 3 – January 18	Advertise Position <ul style="list-style-type: none"> • JWB Constant Contact • Internet Posting Board(s) • Tampa Bay Times • Tampa Tribune • Tampa Bay Business Journal • Miami Herald • Orlando Sentinel • Tallahassee Democrat • Weekly Challenger • La Gaceta • Appropriate professional associations and networks Reach out to possible candidates and/or seek names for reaching out	Staff and Board
January 18	Applications Due (Should include resume, salary requirements and contact information for three references)	

January 18 – February 1	Initial Screening of Resumes	Board Sub-Committee and Mary Grace Duffy
February 4	Screened Resumes Sent to Committee (Members may select hard copies; e-mail attachments or Drop Box)	JWB Staff
February 14	Committee meeting immediately following Board meeting. Members will discuss resumes and select first round candidates	Search Committee
Week of February 25	Interviews with First Round Candidates <i>(Depending on number, may be in person or by phone.)</i> Determination of Finalists	Search Committee
Week of March 11	Interviews with Finalists <i>(Multiple Rounds)</i> <ul style="list-style-type: none"> • Search Committee • Stakeholders and Community leaders • Staff Review Feedback from Finalist Interviews	
By March 25	Reference Checks Completed Reports Presented to Search Committee	Search Committee
By April 3	Selection of Finalist for Presentation to Full Board	Search Committee
April 11	Final Recommendation to Board Acceptance/Rejection of Recommendation	Board
Week of April 14	Offer and Negotiations with Finalist	Executive Committee
June 3	New Executive Director Begins transition with Ms. Lancaster	