



# Charter

## General Manager Search Committee

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### Purpose

To coordinate the recruitment, screening, interviewing, selection, and negotiation of terms of employment of the next general manager of the co-op on behalf of the board of directors.

### Duties

1. Prepare timeline and budget for the search process and submit for board approval. Monitor and stay within budget and timeline.
2. Review current general manager job description or job summary and propose changes to board as needed. Coordinate board decision on qualifications (specific areas of expertise and skills) required and desired.
3. If desired, contract with consultants and/or search firms, specifying services expected. Monitor consultant/search firm performance and make regular progress reports to board.
4. Research and propose range of GM compensation for board approval.
5. Plan and implement recruitment strategy: research advertising media including social media, write ad copy and place ads, prepare and distribute job announcements, network with community and industry contacts.
6. Receive resumes and send acknowledgement e-mails to all candidates.
7. Review resumes, comparing qualifications of candidates to required and desired qualifications. Select candidates for first-round interviews.
8. Develop questions for and conduct first-round interviews, by conference call, by videoconference, or in person.
9. Check references of preferred candidates after the first-round interviews.
10. Select finalists for on-site interviews. Develop packet of background materials on the co-op and send to finalists.
11. Schedule finalist interviews for full board and other formal or informal meetings with board and staff if desired. Arrange for logistics of on-site interviews, including travel, meals, and lodging as needed.
12. Coordinate board decision-making process after finalist interviews and propose negotiating guidelines.
13. Make job offer to candidate. Negotiate compensation and employment contract (if desired).
14. Plan orientation of new manager and introduction to board, staff, and membership. Evaluate and keep records of search process for future hiring procedures.
15. Communicate with staff and membership throughout the hiring process.
16. Make announcements to staff, membership and community when new GM is hired.