

STAFF APPOINTMENT PROCEDURES

- A. Following the interview(s), the Executive Director shall nominate a candidate to the board. Included with the nomination will be a summary of the candidate's qualifications, experience, training, and a statement supporting the selection.
- B. Should the board fail to appoint the candidate nominated by the Executive Director, nominations will be submitted by the Executive Director until a successful candidate is appointed.
- C. Once the board has formally appointed the person, the Executive Director or his/her designee will prepare a contract and submit to the successful candidate.
- D. A notice of the appointment will be forwarded by the Executive Director to all unsuccessful candidates who were interviewed.

Adopted: 9/12/2012  
Revised: 5/1/2013