**Timeline for Filling South Atlantic Council Executive Director Position 2019**

* **April 26, 2019** – Executive Director, Gregg Waugh, announces to SAMFC his intent to retire on December 6, 2019
* **In May 2015** (during last ED Search) **-** Council reviewed and approved the language from the Administrative Handbook that Personnel Committee is the Search Committee for the ED. It states: *“The Council appoints an Executive Director and other administrative and technical staff, as it deems necessary. The Personnel Committee recruits, conducts interviews and makes recommendations to the Council relative to appointing an Executive Director”.*
* Conference call of Search Committee (Chester, Jessica, Mel, Doug, and Steve) to discuss position announcement, including job description, salary, if interviews will include additional people (such as Kelly Klasnick), survey of staff and Council members, dates for review of applications, scoring sheet, writing exercise, etc. – **May 3rd**
* Position announcement reviewed by Search committee – **May 3**
* Scoring sheet for search committee to score candidates (based on survey results) written application provided to Search committee – **completed May 3**
* Position advertised for 30 days – **May 20 – June 21**
* Announcement distributed to various channels discussed by search committee **– week of May 20**
* June SAFMC meeting in Stuart – personnel committee to meet on **June 10** to discuss timeline
* June SAFMC meeting in Stuart – hiring team would meet outside meeting to discuss the writing exercise and interview questions for August – **June 9**
* Applications and distributed to Search Committee (can be distributed as they come in) – **All delivered to search committee by June 24**
* Applications reviewed by Search Committee – **June 24 – August 5**
* Conference call to discuss who to interview and who to send writing exercise to – **No later than the** **week of August 5**
* First round interviews (in person for Search committee) in Charleston, SC at hotel – **week of** **August 26th**
* Sept SAMFC meeting Charleston, meet with staff on Sunday – Wednesday (Sept 15-18) to do one on one interviews (between hiring committee and staff who desire a meeting) – to discuss any concerns, comments, etc
* Sept SAFMC meeting Charleston, Second round interviews – **week of September 16, 2019**
* Final decision made by Council and announced: **week of September 16, 2019**

**Goal date for filling position**: Position to be filled on or before December 6, 2019. Ideally, there would be overlap between Gregg and the new person in October/November 2019.