

## Athletic Council Meeting May 20, 2009 – Agenda Item 10.3.6

### AD HOC COMMITTEE REPORT Section VI Executive Director Chairperson: Diane Munro May 2009

#### Executive Director Search Committee Meeting Notes - May 6, 2009

##### Present:

Mike Wendt	Section VI President
Bob Dinse	Section VI
John Montesanti	BOCES
Ken Stoldt	NO
Brett Banker	NFL
Pete Morgante	Chautauqua
Diane Munro	Cattaraugus
Mark Ward	Superintendents
Ron DeCarli	ECIC

##### Absent:

Dave Thomas Buffalo

#### THE POSITION

##### Classification:

- The position will be an “Exempt – Non-Competitive Civil Service Position”
- We await final approval from Erie County Civil Service

**John Montesanti will secure an update ASAP and prior to the 20th**

##### Agreed Upon Power Criteria:

- These criteria will be shared extensively in the recruitment process
- All initial criteria will be used in the interview process
- The successful candidate will demonstrate the following:
  1. Extensive experience in athletics including but not limited to coaching (at the Varsity level or College level), and administration of athletic programs
  2. Successful leadership experience at the School Building or District level
  3. NYS certification as an Administrator/Supervisor preferred
  4. Financial background including fiduciary and negotiation experience
  5. Conflict management experience and skills
  6. A clear vision for Section VI Athletics with related strategic planning skills
  7. Excellent communication skills for use with a broad range of stake-holders; media, etc.
  8. A history of collaborative, creative, and successful problem solving
  9. Up to date technology skills
- The criteria listed will provide the basis for all interview and selection decisions. Respected individuals with connections to the Section who do not demonstrate the criteria identified will not be interviewed.

#### THE RECRUITMENT PROCESS

##### Advertising:

- A brochure will be developed by BOCES, with a draft brochure being sent to the entire committee for review by May 20<sup>th</sup>

**Bob Dinse/John Montesanti**

- Local network: Costs of advertising in all Section VI Partner newspapers will be investigated and reported to the committee after which spending boundaries will be established  
**Cindy Szczesny**
- Alternative, more cost effective advertising methods will be pursued through electronic communication:  
**Bob Dinse and Office Staff. Bob will get the list serves from Nina**
  - BOCES state wide
  - NYSPHAA
  - All NYS School Districts
  - All NYS Ads
  - Notice on the Section VI Web-site
  - National network
  - College network
  - NCAA News
  - Other?
- Press release: A release will be drafted and sent to the committee for feedback. It will emphasize the long range program and fiscal benefits of having a full time Executive Director.  
**Cindy Szczesny**
- Criteria, the updated job description, and the selection process will be posted on the Section VI Web-site **Bob Dinse and Office Staff**

**Required Application Materials and Process:**

Send letter of interest, resume, and professional references only to:

Section VI Executive Director Search  
 Robert Dinse, Executive Secretary  
 c/o Erie 1 BOCES  
 355 Harlem Road  
 West Seneca, NY 14224  
 No later than \_\_\_\_\_

The committee is preparing all documents and procedures so that when final approval is received the timeline can be finalized and steps can be initiated.

Individuals being considered for initial interviews will be required to complete a formal application.

**John will review this protocol with the director of HR and report to the committee**

**Timeline:**

A tentative timeline has been establish pending receipt of final Civil Service Approval

- Advertise in June
- Screen/Interview in July
- Send recommended candidate to the Athletic Council (August?)
- Target start date is September 1, 2009

**Screening:**

- The team will meet a few days after the deadline to determine next steps
- Electronic media will be used where possible to assist the review process
- Criteria charts will be used to guide the review process starting with the Erie I protocols. After reviewing the process we may make some minor “tweaks”.

**John will share the process and related forms with the entire committee for review.**

**Initial Interviews:**

Everyone will send potential questions to **Brett Banker for collection and review in preparation for initial interviews**

**Final Interviews:**

Performance scenarios will be developed so that we can see how the individual truly works. **Ron DeCarli will take the lead in developing and sharing this process and welcomes suggestions.**