

SAH Executive Director Search Committee Information

7–9 members, including chair/co-chairs

Skillsets Appropriate for this Committee

This committee should represent a breadth of voices, viewpoints, expertise, and experiences and all that we are doing currently. Include members with a commitment to diversity. This could include officers, a SAH IDEAS member, an Affiliate Group member, graduate student, editor, librarian/archivist, member of the nonprofit world in Chicago, etc. It should also include someone with historical knowledge of the organization, and perhaps someone with a knowledge of our staff and their work. It is not a best practice to have a staff member on the search committee as they shouldn't be responsible for hiring their boss. A member of this committee must be fully committed to this position, attend all meetings, and work through the summer of 2022. *All committee members must be members of the Society.*

Length of Service and Time Commitment

- Late March through August/September 2022.
- We would like the new executive director in place by September 1 to overlap with Pauline for the two weeks before September 15 to ensure a smooth transition.
- A member of this committee should expect to work hard and have frequent meetings.

Tasks to Complete

You'll be hiring our new executive director with the assistance of a search consultant. The basic responsibilities will be:

- Immediately work to hire the Search Consultant by the end of April.
- Write the job description for the position. Research other executive director positions to find a salary cut off for this position. Must also work with the SAH Executive Committee leadership and our staff on this.
- Promote and recruit with the goal of attracting a diverse pool of candidates.
- Evaluate and select candidates for a long list and then recommend to the SAH leadership candidates to bring to Chicago in the finalist stage.
- Make a recommendation to the Executive Committee on your selection, who then takes it to the SAH Board for final approval.
- Negotiate contract for new hire (this will be handled likely by the chair(s) of this committee with the SAH Executive Committee leadership).
- Communicate regularly with SAH leadership, staff, the Board, and membership about the workings of the group.
- Keep confidentiality and ethics at the heart of your work. The search chair/co-chairs are the communicators with the public. The process cannot be discussed with anyone other than the committee members and SAH leadership as

appropriate.

- Ensure the positivity of the search for the future of the Society!