

The SERDI Executive Search Process

The search structure includes:

- **A survey of the regional council's leadership.** SERDI will develop a survey that will be distributed to at a minimum, the regional council board of directors and the chief elected officials of each municipal and county jurisdiction that the regional council serves. It will be up to the regional council chair and current executive director if others are included in the survey process.

The survey will ask what is good about the regional council; what concerns them about the regional council; what the most relevant role for the regional council should be; what do they see as the ideal relationship between an executive director and the board of directors and the chief elected officials in the region; what are the greatest challenges and opportunities facing the region that the regional council should take a major interest in; and the qualities, experiences, and background that would make an ideal next director of their regional council.

- **Work session with regional council applicable committee.** The SERDI staff will facilitate a work session with the applicable leaders designated by the regional council. The purpose of the work session will review the findings of the survey and to use those results and discussion to establish a job description, job announcement, and grading sheet that will be used to review each candidate's letter of interest and resume. The applicable committee determines the grading sheet criteria. The applicable committee will also determine search time period as well as whether the letters of interests and resume will be sent to the committee and then forwarded to SERDI staff for review, grading, and ranking; or, sent directly to the SERDI staff.

Southeast Regional Directors Institute

A professional development association for regional council executive directors and where appropriate, their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia & Associate Members from across the United States
706-202-8922 <https://serdi.org> 479-785-2651

- **Review and Ranking Notebook.** The SERDI staff will prepare a notebook for the applicable committee, which will contain an individual ranking sheet for each candidate followed by their letter of interest, resume, and four references. They will be presented from highest ranked to lowest ranked. In the very front of the notebook there will be a comprehensive ranking sheet that will show name, location, present position, and ranking score.

It is important to note that it will be up to the applicable committee to decide who they will interview. If the applicable committee decides they want to interview five applicants, they do not have to interview candidates 1-5. If they want to interview 1, 5, 7, 12, and 24, that is their call. The SERDI staff will only rank on criteria.

Chances are very good that the SERDI staff will not know any of the candidates. The applicable committee could know candidates and it is common for some people to not reflect their accomplishments or abilities on their resume. That being the case, their rank may be lower. The SERDI staff only ranks based on the material presented to them.

- **Presentation of the Notebook.** It will be up to the applicable committee if they want the SERDI staff to make an on-site presentation to review the book. The presentation can be made via Zoom call if desired. Whichever way the applicable committee desires, the SERDI staff is available to answer questions and offer opinions if requested.
- **Interview process.** It will up to the applicable committee to determine if they want the SERDI staff to play a role in the actual interviewing of the selected candidates. The SERDI staff can provide example interview questions, to moderating the interviews, contacting references, to doing nothing.

Southeast Regional Directors Institute

A professional development association for regional council executive directors and where appropriate, their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia & Associate Members from across the United States
706-202-8922 <https://serdi.org> 479-785-2651



- **Press Release/Minutes/Finalists credentials.** If the regional council is in a state where it is public record who the finalists for the position are, SERDI staff will develop a press release, minutes of the search committee meetings, etc., for public release per state law/regulations/procedures.

Cost: The cost of the executive search as described is currently \$10,000 for SERDI members plus travel expense reimbursement.

Southeast Regional Directors Institute

A professional development association for regional council executive directors and where appropriate, their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia & Associate Members from across the United States
706-202-8922 <https://serdi.org> 479-785-2651