

## **EMPLOYMENT - STATE ADMINISTRATOR**

### **PURPOSE:**

This policy sets forth the procedure to be followed in advertising for, interviewing, selecting and the appointment (employment) of a MD 14 State Administrator.

It is understood that this policy in no way supersedes Policy 103, State Council Administrator, wherein the policy sections apply for the annual employment of an incumbent State Administrator.

### **GENERAL:**

1. In the event of a vacancy in the office of the State Administrator due to resignation, illness, or for any other reason, the position shall be considered available. This is to be done at either a regular session or emergency session of the Council of Governors wherein a majority of Council of Governors is present.
2. The Council of Governors shall then determine whether or not it is their intention to employ a full time or part time State Administrator. Once that is determined, then the Council of Governors in cooperation with the Finance Committee should determine the salary or reimbursement arrangement to be set for this position. Such arrangements could be by General Reimbursement Policy, yearly salary, monthly per diem, or other reimbursement. Any such arrangements should remain within a budget adopted by the Council of Governors.
3. The Council of Governors shall then appoint an ad hoc Personnel Advisory Committee consisting of the State Council Chairperson, Vice Chairperson, Finance Chairperson or a designated representative (as a non-voting member) and three additional members – one from each Region (East, Central and West) who shall be Past District Governors who have expertise in office management or other administrative positions. The State Council Chairperson, Vice Chairperson and the three additional members (East, Central and West) shall constitute the voting members of the ad hoc committee. Members of the MD 14 International Family shall serve as advisors to the committee and be notified of all meetings.
  - a. The Chairperson and Vice Chairperson of Council of Governors shall be Chairperson and Vice Chairperson respectively of this ad hoc committee.
  - b. Any person who has an interest in applying for the position of State Administrator shall decline appointment to and shall not be involved with any deliberations of this ad hoc committee.
4. The ad hoc committee is authorized to take the following actions to fulfill its charge in recommending to the Council of Governors persons qualified to fill the position of State Administrator:
  - a. The committee chairperson shall:
    - i. Place a notice in The Pride magazine.
    - ii. Notify each Council of Governors Member.

- iii. Notify all Past District Governors and members of the International Family in MD 14 that resumes are being sought from any persons interested in applying for the position of MD 14 State Administrator.
  - b. The notice shall further detail the job description of the State Administrator as outlined in Policy No. 103 and other pertinent qualification information necessary as determined by the Council of Governors and the ad hoc committee, such as previous experience in administrative responsibilities, accounting procedures and other.
5. Applicants shall send their resumes to the ad hoc committee Chairperson.
6. The ad hoc committee chairperson shall issue a call for a meeting or meetings of the committee for the purpose of:
  - a. Reviewing each resume and selecting those candidates who meet the qualification requirements for a personal interview;
  - b. Set a date, time and place to conduct personal interviews with each selected candidate;
7. The Chairperson shall notify the candidates of the time, date, and place they are to appear before the ad hoc committee for an interview.
8. At the interview meeting, the ad hoc committee shall examine the resumes and presentations of each candidate and select up to three candidates that, in their estimation, meet the requirements necessary for the position.

In the event there are fewer than three qualified candidates, the ad hoc committee chairperson (Council Chairperson) will contact the Council of Governors by email, fax or U.S. Mail and ask if they will consider interviewing two or one qualified candidate(s).
9. The Council of Governors, in executive session, shall review the recommended list of candidates and, if it deems it necessary, have each appear before them for a personal interview.
10. The Council of Governors shall have the final decision as to whom is selected for the position and shall set a probationary period after which the employee's record shall be reviewed for permanent status.