

Lee Reid

Subject: FW: Nominating Committee process and resume packet
Attachments: Nominating Committe Process (Draft 3.21.13).docx; Lycee Board Applicants 3-21-13.pdf

----- Forwarded message -----

From: **Jeremy Hunnewell** <jhunnewell@emhstrategy.com>
Date: Thu, Mar 21, 2013 at 4:31 PM
Subject: Nominating Committee process and resume packet
To: Jeremy Hunnewell <jhunnewell@emhstrategy.com>

Dear nominating committee:

Please find the updated process document and the package of resumes and applications attached to this note. I will be contacting you individually (if I have not already done so) to talk through the process. Please note that we are still missing some resumes from those that applied, but have requested them and I will forward to you as I receive them.

If you have any questions, please call.

Best regards,

Jeremy

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Nominating Committee Process

1. Applications reviewed by J. Hunnewell – initial scrub for reasons that would disqualify someone from the Board (ie. relatives on board or employed at school, Search Committee conflicts)
2. Resumes and applications forwarded to the Committee
3. Committee reviews for those they would like to interview (15 interviews).
 - a. Committee submits names of the top 20 to J. Hunnewell, who aggregates the information for presentation at the March 25 meeting.
4. Committee meets Monday March 25, 5:30 pm:
 - a. Committee Reviews process and approves
 - b. Committee members select 15 members to interview.
 - c. Chair prepares a list of 5-10 questions that will be asked of each candidate and presents for approval
5. Interviews of 15 applicants in open meetings (dates and times TBD)
6. Committee meets (date and time TBD) and agrees upon slate of candidates to recommend to the board
 - a. Committee recommends those that should begin service immediately to fill vacancies
7. Slate of candidates presented to full Board