

Falmouth Memorial Library

Leadership Transition Timeline

WHAT	WHO	WHEN
Participate in Staff meeting to preview transition plan and roles of various positions	Board Chair Personnel Chair Consultant	November 18, 2011
Transition Committee Kickoff Meeting <ul style="list-style-type: none"> • Review roles, goals, timeline • Agreement on meetings/working together • “Preparation” assignments • Communications Plan 	Board Chair Committee Chair Consultant	December____, 2011
Review organization documents Schedule interviews and set up surveys Meet with outgoing and acting Directors <ul style="list-style-type: none"> • Ensure Acting Director is prepared to step up • Clarify distinction of roles between Acting Director and Transition Consultant; establish regular communication 	Consultant Personnel Chair Directors Consultant	Weeks of November 28 and December 12 & 19, 2011
Conduct closure activities with outgoing Director Issue public announcement re: Director’s retirement	Committee	December____, 2011
Interview Board Interview Staff Interview Key Community Stakeholders Survey Members & Public	Consultant Committee	January, 2012
Transition Committee Strategic Direction Meeting <ul style="list-style-type: none"> • Report on Stakeholder interviews • Results of Staff and Board interviews; Surveys • Summary of Organizational Review • Design Vision for Library • Establish organizational upgrades to be made during the interim • Determine future leadership needs of Library and prioritize qualifications for next Director • Determine salary range for position • Plan outreach activities 	Committee Consultant Acting Director	Week of January 30, 2012

Draft and circulate leadership profile and job postings Begin personal recruitment calls	Consultant Committee	Week of February 6,
Advertise position with deadline 4 weeks hence	Consultant Staff	Week of February 10
Search Committee Meeting <ul style="list-style-type: none"> Review progress on recruitment Confirm interview process and questions 	Committee	Week of March 5
Search Committee Meeting <ul style="list-style-type: none"> Review candidate pool Select candidates for interviews Review interview selection criteria Determine packet to be sent to candidates 	Committee Consultant	Week of March 19
First Round of Interviews	Candidates Committee Consultant	Weeks of March 28 & April 2
Search Committee Meeting <ul style="list-style-type: none"> Conduct reference checks Select candidates for finalists 	Consultant and Committee Committee	Week of April 9
Final Round of Interviews <ul style="list-style-type: none"> Candidates meet with Board, Staff & Key Stakeholders 	Candidates Committee Consultant	Week of April 23
Search Committee Meeting Select finalist/s to recommend to Board	Committee	Week of April 30
Special Board meeting to approve selected candidate Extend offer, negotiate compensation & start date	Board Committee Board Chair	Week of May 7
Announce new Director Transition Committee Wrap up Meeting	Board Committee Consultant	Week of May 14
Post Hire Support <ul style="list-style-type: none"> Provide Orientation Negotiate 6 month goals and training, coaching, Board support 	Board Committee Consultant	To be determined