

## **Search Committee Report to the President and Board of Directors of Skål International United States of America**

Dear Madame President, Board Members, Members assembled and distinguished guests.

It is my pleasure to report to you the progress of the search committee for SIUSA Administrator. It is my honor to serve as chair with other members of the committee. The other members are Tom White, VP Administration; Carlos Banks, VP Finance and Lou Conkling, SI Councilor. Madame President Llana Smith is also an ex officio member of the committee.

### **Process**

The committee met to review and refine the position. It was determined the position is not at an executive level but serves as a financial and record keeper for the board and members of SIUSA. It was decided with consent from the board to rename the position SIUSA Administrator. The committee reworked the job description and prepared a detailed RFP.

### **Talent Acquisition**

We advertised the position on a variety of LinkedIn groups geared to the travel industry. They included our own SIUSA website as well as ASTA and others. It was also posted on the largest LinkedIn job board.

The board agreed to pay a nominal fee to advertise on the American Society of Association Executives (ASAE) Job Board. From that posting it went viral and appeared in a variety of other forums.

Madame President Llana also sent an email to all SIUSA members making them aware of the posting. She asked their help in the search by passing the email on to potential candidates.

We received over 140 responses to our talent acquisition campaign. We sent every potential candidate a copy of the RFP along with instruction on how to respond. We asked that they respond no later than July 15. We had 45 companies and individuals respond. Several of those responses came from Skålleagues or their spouses.

The committee is in the process of reviewing those responses and will begin the interview process immediately following the SIUSA summer board meeting.

### **Interview Standards**

The committee has also designed a standard interview form so all candidates will be evaluated using the same criteria. Since SIUSA runs on QuickBooks we will ask the strongest candidates to take a QuickBooks proficiency test to properly evaluate their skill level.

I believe the final decision will be made by September 15, 2012.

I have attached the job description and RFP for your convenience.

Respectfully submitted,

Tony Cosenza,  
Vice President  
SIUSA Region II