



NEWS FROM THE BOARD No.18

29th November 2017

- Process for the replacement of the Executive Officer.

For the information of the member, the table below shows the process that the Board has adopted to find and appoint a new Executive Officer.

Action	When	How
Advertise the position	Monday 6 th of November, Applications close on Monday 4 th December	On SARA Website, Email to all SARA Members, email to interstate associations
Read and Rate Applications, recommend to board candidates to interview	By Monday 11 th December	All Applications to be Emailed to Brad Semmler
First Round - Interview 3 or 4 candidates	Week Starting Monday 18 th December	3 Board members to form panel
Second Interview – Top 1 or 2 candidates	Week Starting Monday 18 th January	If required
Finalise Selection	By 25 th January	Board
Offer the position in writing (negotiate and finalise contract)	Immediately after final selection approval from board	Brad Semmler on behalf of the Board
Announce new EO to Membership	Once contract is signed	On SARA Website, Email to all SARA Members
New EO starts	2 nd April 2018 Works with Paul for 1 month, then Queens, after Queens Paul works for until Friday 18 th May to wrap up queens and hand over then Paul on Annual Leave until 30 th June	
Paul's Retirement	30 th June 2018	