

American Radio Relay League  
CEO Screening Committee  
Report to the Board of Directors Annual Meeting  
January 2016

Committee Members: Jim Pace, K7CEX (chair) Kay Craigie, N3KN, Dick Isley, W9GIG, David Woolweaver, K5RAV, Greg Widin, K0GW, David Norris, K5UZ.

Consultants: Rick Niswander, K7GM, Rick Roderick, K5UR, Marty Woll, N6VI, Buxton and Associates LLC (Gary Buxton, K0GVT and Stacia Walter).

#### Acknowledgements

First the members of the CEOSC wish to thank Barry Shelly and his HR staff, the IT department and the Publishing/Editing staff of QST and eLetters, for all of their support and assistance. Without their support, the committee's assigned tasks would have been quite challenging.

Next we wish to thank the 4 consultants whom the committee engaged. Each consultant was selected because of their individual expertise in executive search/hiring, to provide an independent look at the committee's practices and execution. Their input and activities were invaluable.

Finally, as chair, I would like to thank the members of the CEOSC, Mrs. Craigie, Mr. Widin, Dr. Woolweaver, Mr. Isley and Mr. Norris, who gave up hundreds of personal hours in an effort to complete the assigned tasks in a professional and efficient manner.

#### The Plan

The operating plan of the CEOSC was developed by the committee and submitted to the Board of Directors for approval on August 7. (arrl-od:3064) The vote announced on August 12. (arrl-od:3086). The plan was approved. As with any project, time and activities change as needed to complete the assigned task; the committee remained focused but fluid in obtaining the overall goal.

#### The Process

The CEOSC received resumes via the ARRL HR department. The resumes were posted on a special reflector that was set up for Directors and Volunteer Officers, who had signed the confidentially agreement. At all times during the process, the CEOSC continued to seek input from the Directors and Volunteer Officers.

The CEOSC and consultants reviewed the resumes and selected certain candidates to be interviewed. Each selected candidate was initially interviewed by a team of one CEOSC member and one Consultant, conducting two independent interviews. Those candidates deemed qualified, moved on to an additional interview with one member of the CEOSC. Candidate and interviewer selections were chosen at random.

From the 2<sup>nd</sup> round interviews, the committee selected 3 finalists. During the process of setting up final interviews, one of the selected candidates removed himself from consideration because of an offer from another company. An additional candidate was selected and the final interview schedule was established.

A subset of the CEOSC was established to conduct the final interviews. The CEOSC selected one member from ARRL Senior Staff, one Director, one Vice Director and one Volunteer Officer; Mr. Sumner, Mr. Widin, Mr. Woll and Mr. Niswander, respectively. Mr. Widin was selected to function as the chair/facilitator for these interviews.

As of this writing, the interviews have been scheduled, and will be concluded prior to the January Board meeting.

#### Directors and Volunteer Officer Involvement

Since the July 2015 Board meeting, the CEOSC has used the OD to keep the Directors and Officers advised of various activities and timeframes. As written before, a special reflector was established so that the Directors and Volunteer Officers could see all of the resumes submitted, review, comment and ask questions, as the process continued. Some Directors and Volunteer Officers availed themselves of this facility. Additionally, the CEOSC solicited input, in each of its reports to the Board.

#### Expenditures Thus Far

The CEOSC was given an initial budget of \$7,000 to \$20,000. The following are the expenditures to date.

Buxton & Associates	\$3,868.50 for Executive Search Services
Baker St.	\$85.00 for Final Candidate Background Search

#### The Result

The CEOSC has identified the requisite 3 candidates, who are undergoing background and reference checks, in preparation for their final interviews. Our anticipation is to present the three names in ranked order, and a recommendation to negotiate with the top candidate, to establish a salary and benefit package. Once the terms have been agreed upon, a special meeting of the Board of Directors will be called for the purpose of electing a new CEO, pursuant to the Articles of Association and By Laws of the ARRL.

Prior to the January 2016 Board meeting, the CEOSC will make available the resumes of the three finalists. Once the CEOSC has met for its final deliberations, the ranking of the candidates and the name of our recommendation will be transmitted to the Board. We anticipate introducing the final candidate at the Thursday night dinner and informal Board gathering.

Respectfully Submitted

Jim Pace, K7CEX  
chair