

Search Committee Minutes
May 10, 2013

Present for the meeting of the Iowa Public Radio, Inc. Search Committee held on May 10, 2013 at the IPR office in Des Moines, Iowa, were Vice Chairman Doug West and Directors Warren Madden and Steve Firman. Chairman Kay Runge attended as an ex officio member of the committee. Kelly Edmister, Interim Executive Director, was also in attendance.

External Recruiting Firm

The committee discussed utilizing an external recruiting firm to coordinate the search for an Executive Director. It was determined that in light of the cost associated with using a firm and the current financial situation, the search process would be handled internally.

Internal Search Process

The committee reviewed the position description and minor edits were suggested. The committee reviewed the recruiting sources in which Edmister indicated that there might be some variation in the actual postings due to the cost involved and timing of the publications. The position will be posted internally on the IPR website by the end of the day on Monday, May 13. The committee discussed whether the application process should extend 30, 45 or 60 days. The committee decided the posting should be open for approximately 45 days with June 28th determined as the close date. Edmister outlined the steps of the internal search process indicating that a position announcement, a summary of the position description, would be utilized in the postings. Once application is made, an email confirming receipt of the application materials, which includes cover letter, resume and 3 professional references, will be sent with the full position description including the salary range.

Director Madden indicated that there should be an option for individuals to nominate a candidate for the position. It was determined that this option would be made available and nominations would be sent via letter to the attention of Vice Chairman West.

The committee discussed the applicant review process. It was determined that Edmister would coordinate the initial review for minimum qualifications with Vice Chairman West with the results presented to the Search Committee.

The committee discussed identifying participants to participate in the process once the field had been narrowed to the final candidates including employees, members and community leaders.