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Selection of Coordinators Policy

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Purpose:

The purpose of the Selection of Coordinators Policy is to outline the process for filling coordinator positions within Colorado Canine Rescue (CCR).

Scope:

Coordinators, Board of Directors

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POLICY

I. Policy Statement

This policy addresses the protocol for selecting CCR coordinators.

II. Procedure

- A. When a vacancy occurs in a coordinator position, an announcement soliciting applicants will be sent to all CCR volunteers. Social media may also be used to solicit candidates.
- B. Individuals interested in serving as a coordinator will submit a letter of intent and their resume to the CCR President.
- C. Once the deadline for submission of applications has passed, the President will present all applications to the Coordinator Team for review.
- D. The Coordinator Team is made up of all current CCR coordinators.
- E. Applicants will be considered based on whether they have the skills needed for the relevant coordinator position, their experience in the dog rescue world, their willingness to work as a team, and having good communication skills.
- F. If deemed necessary, the Coordinator Team will meet with one or more of the candidates to discuss responsibilities of the relevant coordinator position, and answer questions from the candidate(s).
- G. After consideration of all candidates, the Coordinator Team will present to the President a recommendation on who should fill the open coordinator position.

- H. If the Coordinator Team is unable to reach consensus on one candidate, then the top two candidates will be presented to the President.
- I. At the next Board meeting or by electronic communication, the President will submit the recommendation to the Board for consideration.
- J. It is at the Board's discretion whether to interview the candidate.
- K. The Board will conduct a vote, either at a Board meeting or by electronic communication, on whether the candidate should be offered the coordinator position.
- L. Coordinators are accountable to the President and Board.
- M. Coordinators are not subject to term limits.
- N. Coordinators may resign their position by submitting to the Board a letter of resignation as well as a status report on the coordinator's responsibilities.