

North Los Angeles County Regional Center

Board of Trustees

Executive Director Recruitment Policy

I. General

The purpose of the Executive Director Policy is to establish guidelines regarding an executive director's unanticipated vacancy, or an executive director's resignation or retirement, and a plan for recruitment. This policy supports the requirements outlined in NLACRC's contract with Department of Developmental Disabilities (DDS), Article VII, Miscellaneous, Section 9, Executive Director Recruitment Policy.

II. Departments Affected

This policy applies to the NLACRC executive director position and the chief organizational development officer (CODO) or their designee. This policy also applies to the center's Executive Committee and Board of Trustees.

III. Responsibility

The center's CODO or their designee shall have the overall responsibility to monitor compliance of the Executive Director Recruitment Policy.

IV. Policy

- A. The CODO or their designee will notify the State within one (1) business day of an unanticipated executive director vacancy.
- B. The CODO or their designee will notify DDS within one (1) week of learning of an executive director resignation or retirement.
- C. The CODO or their designee shall provide DDS with its plan for executive director recruitment within one (1) month of the above notification.

V. Procedure

- A. The executive committee will create a recruitment committee comprised of board members and NLACRC executive staff to develop a recruitment plan.
- B. The recruitment plan will be presented to the board of trustees for review and approval prior to submission to DDS.