

USET RESOLUTION NO. 74-12A

Re: Employment of Key USET Employees

WHEREAS, It is of utmost necessity to fill all top management positions with qualified and proven personnel, and

WHEREAS, There is a need to subject such personnel to a review and/or interview by the Board of Directors, and

WHEREAS, There is a need for such personnel to receive the endorsement of the Board of Directors, which in essence represent the constituency to be served, and

WHEREAS, There is a need for the Executive Director to receive support for his recommendations of his desire to employ such key personnel after an appropriate time of recruitment, investigation and selection of such personnel, and

WHEREAS, There is a need for an organizational process to implement this entire procedure as herein before described,

THEREFORE BE IT RESOLVED, That the process for employing key USET employees in collaboration with the Executive Director shall be basically as follows:

- 1) The need for creating a new position or in restaffing an existing position shall be accomplished and agreed upon between the President and the Executive Director.
- 2) It will be the responsibility of the Executive Director to develop a position announcement describing basically the salary range, period of advertisement, basic roles and functions, capabilities, responsibilities and qualifications of the position.
- 3) The Executive Director will then review the position announcement with the President for his concurrence and/or revision and then after mutual agreement, submit the position nationwide for advertisement no less than a 21 day period.
- 4) Dossiers will then be received by the Executive Director during the period of advertisement and after the period of advertisement be evaluated and referenced at the responsibility of the Executive Director.
- 5) A special evaluation form will be developed by the Executive Director highlighting key incentives and facts for each perspective employee, and which will be used as data for verification of recommendation for employment by the Executive Director to the President.

- 6) At the volition of the President, he may instruct the Executive Director to submit all dossiers of applicants to the full Board of Directors or Executive Committee for their recommendation and/or comments regarding employment.
- 7) The President, at his volition, or upon the recommendation of the Executive Director, may implement a personal interview with one or several prospective employees and the Board of Directors, at the convenience of the Board, which will in no case interfere with the lives of prospective applicants and/or the need to employ qualified and proven personnel on an emergency basis and at the volition of the Executive Director.

CERTIFICATION

This is to certify that at a meeting of the Board of Directors properly convened and held in Nashville, Tennessee, February 20-22, 1974, the above resolution was not adopted, but a motion and second was made to incorporate the above resolution into the USET policy manual for adoption at next board meeting. Motion unanimously carried.