Scope of Work

Club Management Assocation of Canada

CEO Executive Search

Task	Estimated Start Date	Estimated Completed Date	Completed
Meeting of Stakeholders			
Selection Committee input on the online form (to help make Scorecard and further information about role)	Day 1	Day 5	
One on Ones with Key Department Heads	Day 1	Day 10	
Meet with Selection Committee for further Information	Day 1	Day 5	
Creation of FG Scorecard	Day 1	Day 10	
Posting & Compensation Review			
Job Posting updated	Day 1	Day 5	
Webpage created	Day 1	Day 10	
Video produced	Day 1	Day 10	
Online Application Form created	Day 1	Day 2	
Confirm Salary expectations, benefits, PD, holidays	Day 1	Day 5	
Promotion of Role			
Linkedin	Day 10	Day 10	
Reaching out to our network of contacts	Day 10	Day 30	
Sports Associations Job Postings	Day 10	Day 10	
Eblast to our database	Day 10	Day 10	
Identifying additional Associations of Executives (ie. SIRC, CSAE & Other Non Profit Networks)	Day 10		
Collection of Candidates			
Add to the list of candidates through conversations	Day 10	Day 30	
Meeting with Candidates			
Screening Interviews of 100+ candidates	Day 10	Day 30	
Update FG Scorecard	Day 10	Day 30	

Review of Candidates			
Ranking of Candidates		Day 30	
Selection of Candidates for virtual Interviews with Committee	Day 30	Day 40	
Create timeline for interviews	Day 30	Day 30	
Second Round Interviews	Day 35	Day 40	
Questionaire created	Day 30	Day 41	
Update of FG Scorecard		Day 40	
Review of Candidates to select Final Process			
Select process of In Person Final interviews	Day 30	Day 40	
Schedule Final Interviews	Day 40	Day 45	
Conduct Final Interviews	Day 50	Day 50	
Final Scorecard Evaluations		Day 50	
Review of draft Offer Letter	Day 45	Day 50	
Review of draft Contract	Day 45	Day 50	
Selection			
Selection of 1st Choice and order of remaining		Day 50	
Forward Offer letter		Day 51	
References	Day 50	Day 53	
Negotiation	Day 51	Day 55	
Board Approval?			
Forward contract offer		Day 55	
Signed Contracts	Day 55	Day 57	

Notes: