

ITEM #10.1: Chief Executive Officer Recruitment Process

1. I-DAIR is seeking to recruit its next Chief Executive Officer (CEO) to start in this role by 1 May 2023. The Chair of the Board aims to establish a search committee of three Board Members to lead the recruitment. The search committee will be chaired by the Board Chair. Thus, including the Chair, the search committee will consist of four members. The membership shall be gender balanced. The search committee will consult with and receive support from I-DAIR's CEO and COO. I-DAIR staff shall have the opportunity to engage with a finalist in the final phase of the search. Interviews will be held in Geneva or virtual/hybrid.

2. The Board Chair proposes to conduct the search as a "network search". The vacancy will be published by the I-DAIR Secretariat in relevant online portals and distributed by the Secretariat, Board Members and founders through their respective network. It is proposed to refrain from engaging an executive search firm. The search seems most promising through the existing network, the value add of an executive search firm appears limited and would come along with considerable cost.

Role/Terms of Reference of the search committee

- Actively support the distribution of the vacancy
- Review application documentation, interview and assess candidates
- For this, agree on selection criteria and the approach to decision making
- Ensure an inclusive and consistent interview process – all while maintaining the highest level of confidentiality
- Determine how staff and other key stakeholders (who are not on the committee) will be updated on the progress of the search at appropriate touch points along the way
- Ensure gender balance among the candidates interviewed and the finalists proposed to the Board
- Propose two final candidates to the Board for decision

Timeline

2 September 2022:	Approval of CEO Terms of Reference
5 & 6 September 2022:	Start recruitment by publishing the vacancy
16 October 2022:	Deadline for applications

End October 2022:	Screening of the full set of applications
Early November 2022:	Meeting of Search committee to present Long List and Short List
Mid- November 2022:	First round of interviews
Early December 2022:	Second round of interviews
Mid December 2022:	Search Committee proposal to the Board
Early January:	Final round of interviews with the Board
Early January:	Board decision on new CEO
1 February 2023:	Contract signed
1 May 2023:	New CEO starts

Questions to the Board

- What is Board Members overall feedback and guidance on
 - the CEO Terms of Reference
 - the Role/Terms of Reference of the search committee
 - the proposed process and timeline
- Who among the Board Members could imagine being part of the search committee?

Decision

3. The Board approves the CEO Terms of Reference.
4. The Board approves a search committee to lead the search for I-DAIR's new CEO based on the approved TOR and the parameters laid out in document #10.2.
5. The Board appoints the following members for the search committee:
 - 1) Add Name of Board Member
 - 2) Add Name of Board Member
 - 3) Add Name of Board Member
 - 4) Christoph Benn (Chair of the search committee)
6. Budgetary implications: up to CHF10'000 for travel costs