

PUL Board Special Meeting - Operational Coordinator (OC) job discussion

Monday, May 30th 2016

Meeting convened at 8:30pm, St Verona's

Present - Andrea Maxie, Kerri Kightley, Marjorie McDonald, Cameron Taylor, George Kovacs, Don Helleman, Jocelyn Blazey

Absent - Adam Hanes

Opening Discussion

Kerri reminded the Board that we are seeking to hire a consultant and not an employee. The language of the job posting should reflect this. As such, we will be requesting Letters of Interest with attached resume. Further, there was discussion on how the functional relationship between the Board and the OC should reflect that of a consultant and not an employee who is closely managed and directed. The CRA has guidelines on what constitutes an employee vs. an independent contractor

Review Cam's job description with revised hours

There was miscommunication regarding what was decided at the last Board meeting regarding how many hours to allocate to the OC position. It is a difficult number to estimate to begin with and, regardless of estimations, differently skilled individuals will be able to accomplish the same tasks in more or less time. We will post the position at 500-600 hours and ask that the OC provide a monthly allocation of hours to the Board.

Finalize Operations Coordinator job description and approve final version for posting

Edits were made directly to the document as changes were agreed upon.

Board determined it would be wise to add the Strategic Plan to the PUL website prior to posting a call for Letters of Interest.

ACTION: Kerri to send Cam the Juniors' section of the Strategic Plan.

ACTION: Cam to post Strategic Plan to pultimate.ca

Motion to approve final job posting

Moved by Kerri Kightley, Seconded by Jocelyn Blazey

Vote: Carried

Resolved: Agenda of the January 17 th 2016 PUL Board meeting approved with the inclusion of a September 12th start date

Determine hiring process and role of hiring committee and Board

Hiring committee (HC) will consist of two Board members and a member of the general PUL membership. With the desire for both genders to be represented on the HC, if no qualified female candidates apply one of two scenarios will occur:

1. Adam or Don will step down to make room for a female Board member to take his place
2. A third, female, board member will join the HC.

The HC will act with relative autonomy. The HC will determine resume selection criteria prior to reviewing any resumes. HC will determine interview questions. HC will communicate with selected candidates to schedule interviews. The HC may touch base with the Board informally regarding the hiring process.

ACTION - HC will respond to all received resumes with a thank you, while informing applicants that successful applicants will be contacted for an interview to be scheduled between July 11-18.

ACTION - HC will send review criteria for resumes and interview questions to Board anytime before June 20th. Board has until June 24th to comment.

The Board determined the following timeline of events:

June 3rd

- Announce on website that PUL is hiring an OC.
- Make a call for members to apply for the vacant HC position. Posting lasts for 2 weeks. Applications accepted until **June 17th**.
- Post request for Letter of Interest to:PUL membership via email, Ontario Ultimate, Ultimate Canada. Posting lasts for 3 weeks. Applications accepted until **June 24th**.

July 11th-18th

- HC to interview selected candidates.

August 1-5th

- Contact most promising candidate to meet with the Board. Board will meet with candidate and, if all goes well, will offer the OC contract to that individual.

September 12

- OC start date.

ACTION - Andrea and Cam work together to post website announcement that PUL is hiring an OC.

ACTION - Don to draft call for members to apply to the HC. Will send to Board before Cam posts.

ACTION - Andrea and/or Cam (?) publish job posting with PUL, Ontario Ultimate, Ultimate Canada.

The member-at-large selected for the HC, will need to be brought up to speed ASAP after June 17th so he/she is prepared to review resumes on June 24th.

The HC will recommend a final candidate to the Board. The Board President (Andrea) and other members of the Board will meet with the candidate before offering a position and entering into contract negotiations.

