



## Revised Interim CEO Search: Call for Nominations

*September 30, 2015*

### **Process**

The selection process for the Interim CEO, a temporary position, is a distinct and separate process from the search for the permanent APA CEO. For the permanent CEO Search, a diverse Search Committee will be formed that will include members of the Board of Directors (Board), Council of Representatives (Council) and a diverse array of other individuals. As a temporary position that must be filled within a very short time period, the search process for the Interim CEO will be directed by a Working Group (WG) of the Board. This process will be accelerated and focused on finding an individual from a more limited pool of candidates – psychologists who already know APA well and would be able to assume leadership responsibilities quickly. The Board plans to appoint this individual prior to Dr. Anderson’s planned departure on December 31, 2015. The Board developed the following process to encourage broad input to the nominations process from individuals who are currently engaged in leadership positions with the organization.

Revised Board Interim CEO Search Work Group: Co-chairs Nadine Kaslow and Rick McGraw, Susan McDaniel, Jennifer Kelly, Emily Voelkel, and Rodney Lowman and Doug Haldeman from the Council Leadership Team.

### **Timeline**

- September 22 – October 5
  - Distribute job description/criteria and call for nominations via all governance and staff listservs.
  - Staff contacts nominees throughout this period re: interest, CVs and statements.
  - Completed applications forwarded to WG on a rolling basis.
  - Extended Deadline October 5.
- October 5-8
  - WG ranks candidates; selects top 10.
  - Candidate CVs and statements for these top 10 individuals are sent to the Board for review.
- October 9 – 11
  - Three to five finalists selected at BoD retreat.
- Mid October
  - Finalists contacted and invited to interview.
- Late October/Early November
  - Finalists interviewed by WG and Executive Management Group (EMG).
  - Recommendations to the Board.
- Early November
  - Board selects Interim CEO.
- November/ December (exact date TBD)
  - Interim CEO begins transition period in advance of official 1.1.16 start date.

### **Allocation of Responsibilities:**

1. Develop job description and criteria – WG
2. Develop timeline – Board
3. Decide on nominations procedure - Board
4. Solicit nominations from current leaders groups - Board
5. Confirm nominees' interest; collect CVs, statements – WG/Staff
6. Review nominee materials, rank top 10 – WG
7. Determine final candidates for interviews – Board
8. Interview final candidates - WG/EMG
9. Make decision on Interim CEO – Board

### **Job Description**

APA seeks an Interim CEO to manage and lead the organization during the search for a permanent CEO. The individual selected for this position will not be eligible for the permanent position. The position officially begins January 1, 2016 and is expected to last for up to 12 months. A transition period overlapping with the current CEO in late 2015 is highly desirable.

The CEO serves as a member of the Board of Directors and manages the affairs of the association. This individual establishes responsibility and procedures to attain APA goals; plans, organizes, coordinates and ensures the implementation of policy; proposes actions to serve member needs; promotes APA's mission; and oversees the budgeting process. The CEO is responsible for the overall control and management of the APA central office and works closely with volunteer governance. This individual also represents APA to the federal government, state and national organizations, and the public.

Applicants for the Interim CEO position must meet the following criteria:

- Member of APA.
- Deep knowledge of APA's organizational, cultural and governance systems.
- Unifying force for the association.
- Excellent internal and external credibility.
- Proven management skills to run a large and complex organization.
- Demonstrated leadership experience.
- Ability to stabilize APA and improve staff morale.
- Ability to work in a transitional environment.
- Ability to manage staff and work well with a diverse employee workforce.
- Ability to compromise and problem solve.
- Capacity to listen well.
- Have no connections to the findings in the Independent Review report.
- Be available to work in Washington, DC for up to 12 months.
- Have a willingness and ability to speak out about APA Core Values and human rights issues.

Interested individuals should submit CV and a statement of interest (750 word limit) to the APA Department of Human Resources, care of Ismael Rivera Ramos ([irivera@apa.org](mailto:irivera@apa.org)) by **COB October 5, 2015**.

Those wishing to nominate someone other than themselves should forward that person's name, contact information and a brief statement of your reason for nomination (200 word limit) to the same email address ([irivera@apa.org](mailto:irivera@apa.org)) by **COB October 5, 2015**. Please verify their willingness to be nominated prior to sending in the nomination.

If you have any questions, please contact Lucia Gutierrez, PhD, at 202.682.5132 or via email at [lgutierrez@apa.org](mailto:lgutierrez@apa.org).