 ****

**Executive Director Changes**

**GRANTEE CHECKLIST**

Companion to FAQ: CIL ED Changes

# BEFORE a new CIL ED is hired/promoted:

* Provide the ILA PO’s contact information to the BOD/interim ED.
* Provide the BOD/interim ED the FAQ: CIL Executive Director Changes and companion checklist.
* Notify the ILA PO in writing of the BOD’s intent to hire/promote a new ED and the reason for the change i.e. retirement, termination, etc.
* Provide the ILA PO:
	+ a written description of the selection process indicating it is open, fair, and transparent;
	+ the ED job description; and
	+ the final candidate’s resume and supporting documents.
* Submit anticipated budget changes resulting from the proposed personnel change, if applicable.
* Provide the ILA PO meeting minutes of the BOD approving the hire of the candidate.
* Inform the ILA PO of the new ED’s start date.
* **Receive hiring approval from the ILA PO before hiring an ED/interim ED.**

# New ED first steps:

* Contact the ILA PO to introduce yourself and provide the ILA PO full contact information.
* Update and learn how to access/use: GrantSolutions, Payment Management Systems, and ACLReporting (See FAQ Q11).
* Update contact information on the following websites (See FAQ Q11):
	+ System for Award Management (SAM): www.sam.gov
	+ Dun & Bradstreet (D&B): https://www.dnb.com/
* Initiate contact with ILRU and participate in new ED call series for one year from date of hire (See FAQ Q12).

**Notes**