

## Charge to Endicott College Presidential Search Committee

By Board of Trustees

August 31, 2018

With the help of the Endicott College community and search firm, prepare a statement of institutional opportunities and challenges for the next president.

With the help of the Endicott College community and search firm, prepare a statement of desired presidential characteristics necessary to realize those opportunities and challenges.

Conduct an active, national and even international search to attract a diverse pool of highly qualified candidates.

Serve as ambassadors for Endicott College in energetically promoting the institution's strengths and values.

Work in partnership with the search firm to organize and implement the search process, including communications with candidates and references, maintenance of records, and arrangements for interviews.

Maintain absolute confidentiality concerning the names of candidates and discussions within the Committee throughout the search and beyond.

Make regular reports to the Board and to members of the Endicott College community about the progress of the search process while maintaining confidentiality about candidates.

If appropriate and possible within candidates' need for confidentiality, organize a process to introduce candidate(s) to the full board and additional community members to elicit feedback to inform the committee's decision.

Recommend to the Board a final candidate with substantiation of the Committee's conclusions that the candidate meets the criteria originally set forth.