

## Process for replacing the VFS Executive Director

Approved 12/12/22

### Objective:

- Mike Hirschberg wishes to step down after May 31, 2023. After that, Hirschberg is willing to stay on as an employee in an up-to-full-time role for the indefinite future to assist the Executive Director and support VFS.
- Need to have a new Executive Director hired and in place by late March/early April 2023, to begin transitioning into the position to take over on June 1, 2023.

### Planned Steps:

1. Dec. 12: EXCOM approved this plan
2. Dec. 12: Hirschberg to notify the Board
3. Dec. 15: Hirschberg to notify the membership with top-level plan and desired qualities
4. Jan. 3: Hirschberg to post job announcement, with candidate resumé (CV) packages due by Jan. 31
5. Feb. 1: Hirschberg to downselect top candidate packages and provide to EXCOM
6. Feb. 1-Feb. 15: EXCOM evaluate candidates
7. Feb. 15: EXCOM meets virtually to rank candidates and decide whom to interview
8. March 6: EXCOM to interview candidates in Atlanta at Heli-Expo — caucus and decide on rank order
9. March 10: Hirschberg to send offer letter on behalf of VFS
10. March 20: EXCOM meet virtually to follow-up with selected candidate
11. April 3: Incoming Executive Director to start as employee
12. May 18: passing the baton at Forum Awards Banquet Breakfast
13. June 1: new Executive Director assumes position