



Village President and Board of Trustees Study Session

Thursday, March 9, 2006

7:00 pm

Room 101

The President and Board of Trustees welcome you. This is a working session of the Village Board and no public comment will be taken.

Agenda

1. Meet with Village Manager Search Firm to Review and Finalize Challenge Statement/Position Profile

Adjourn



INTEROFFICE MEMORANDUM

Date: February 28, 2006
To: President David Pope and Village Trustees
From: Frank Spataro, Human Resources Director
Copy: Carl Swenson, Village Manager; Lisa Shelley, Deputy Village Manager - Administration
Subject: Village Manager Challenge Statement/Position Profile

Attached for your review and comment is the draft Village Manager Challenge Statement/Position Profile prepared by Richard Bennett. Mr. Bennett will be in attendance at the Village Board Study Session scheduled for March 9, 2006 at 7:00 PM to finalize the Challenge Statement/Position Profile and set the schedule for the remaining portions of the Village Manager selection process. Please send your comments concerning the Challenge Statement/Position Profile directly to Mr. Bennett who can be reached at (781) 545-7616 (extension 12) or at rbennett@bennettyarger.com.

Mr. Bennett has proposed the following schedule for the Village Manager selection process.

March 9, 2006:	Mr. Bennett will meet with the Village Board to review and finalize the Village Manager Challenge Statement/Position Profile with the Village Board
March 10, 2006:	Release the Village Manager Challenge Statement/Position Profile
April 14, 2006	Deadline for submitting applications for the Village Manager position
May 4, 2006	Mr. Bennett will meet with the Village Board to present a pool of candidates for consideration to be interviewed by the Village Board
May 19 - May 21 (Friday - Sunday)	The Village Board will conduct interviews of candidates. Mr. Bennett will be on-site to assist the Village Board.