

LEE SANDERS KAREN HOYT ADAM MACDOWELL MICHAEL FEDERICO Assistant Executive Directors

IMMEDIATE RELEASE POSITION VACANCY

DIRECTOR OF COMMUNICATIONS AND MEDIA RELATIONS

5.1 <u>VACANCIES</u>

- 5.1.1 If a vacancy occurs on the LHSAA administrative staff, a member of the Executive Committee cannot apply for the position without first resigning from the Executive Committee.
- 5.1.2 If a vacancy occurs on the LHSAA administrative staff, the following process will be followed:
 - 1. The LHSAA shall notify all member schools via email and electronically on the LHSAA website and advertise to fill this vacancy for a period of four weeks.
 - 2. The LHSAA shall compose a cover letter and application form to be used.
 - 3. If the vacancy being filled is for the position of Executive Director, the President shall appoint a sub- committee from the Executive Committee to review and screen applications. The Executive Committee shall interview the applicants for the Executive Director's position recommended by the screening sub- committee and shall hire an Executive Director after the interview process is completed.

May 28, 2024

EDDIE BONINE

EXECUTIVE DIRECTOR

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