



CIL ED/AOR Changes CIL GRANTEE CHECKLIST

A current Executive Director should complete the following steps prior to a status change :

- Notify the PO in writing before the ED/AOR named in the NoA is about to change.
- Provide the BOD the FAQ: CIL Executive Director Changes and checklist before the recruitment/promotion process.
- Provide the BOD the PO's contact information.
- Submit to the PO a description of the selection process indicating it was open, fair and transparent.

A CIL BOD should complete the following steps when hiring or promoting a new ED/ AOR:

- Notify the PO in writing of the BOD's intent to hire/promote ED/AOR, and the reason for the change i.e. retirement, termination, etc.
- Provide the PO the ED/AOR job description.
- Submit the final candidate's biographical sketch to the PO for review.
- Submit the final candidate's resume and supporting documents to the PO for review.
- Submit budget changes resulting from the proposed personnel change, if applicable.
- Receive approval for any alternate arrangements or replacement of the key personnel.
- Provide meeting minutes of the BOD approving the hire of the candidate.
- Inform the PO of the hire date.

A new ED/AOR should complete the following steps after the hire date:

- Provide the PO full contact information of the ED/AOR.
- Once approved, upload the approved budget as an application note in GrantSolutions.
- As applicable, complete and submit the "PMS System Access Form" in PMS.
- Update the contact information for the key personnel in the ACLReporting system.
- Initiate contact with ILRU to participate in the new ED/AOR calls for one year.

Notes