

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SELECTION COMMITTEE SPECIAL MEETING

Thursday, March 14, 2019

The Selection Committee of the Board of Trustees of the War Memorial of San Francisco met at 1:30 p.m. on Thursday, March 14, 2019, in the Trustees' Board Room, War Memorial Opera House, Chair Horn presiding.

ROLL CALL

Present: Chair Horn, President Bechtle, Trustee Myatt, and Trustee Wilsey
Absent: Trustee Shultz
Non-Committee Members Present: Trustee Davis, Trustee Levin
Staff Present: Elizabeth Murray, Managing Director

Selection of the Managing Director of the War Memorial and Performing Arts Center: Trustee Horn, Chair of the ad hoc Selection Committee, stated that today's agenda includes the review, consideration and adoption of recommendations on the proposed job description for the position of Managing Director of the War Memorial and Performing Arts Center.

Chair Horn stated that in advance of today's meeting, Committee members received a draft of the proposed job description, prepared by our Managing Director Beth Murray. Chair Horn asked Ms. Murray to review the job description for the Managing Director of the War Memorial and Performing Arts Center.

Ms. Murray stated that under the City Charter, the War Memorial Board of Trustees has the sole authority for selecting and naming a Managing Director as well as an Assistant Managing Director of the War Memorial and Performing Arts Center. Both of the positions serve at the pleasure of the Board of Trustees.

Ms. Murray said that in preparing the job scope for the Managing Director of the War Memorial and Performing Art Center, she followed the job description format used for other Department Head positions within the City. The draft is broken down into sections including Organization Review, Position Summary, Examples of Important and Essential Duties, Knowledge, Skills and Abilities, and Minimum Qualifications. Once approved by the Board of Trustees, the approved job description will be submitted to the City's Department of Human Resources for their approval and records.

Chair Horn opened the floor to discussion of the proposed job description. Following discussion, and on motion of Trustee Myatt and seconded by President Bechtle, the following recommendation was unanimously adopted:

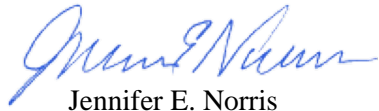
RECOMMENDED, By the Selection Committee of the Board of Trustees of the War Memorial of San Francisco that it hereby recommends approval of the draft job description for the position of Managing Director of the War Memorial and Performing Arts Center.

PUBLIC COMMENT

Chair Horn called for public comment on items within the jurisdiction of the Selection Committee of the War Memorial Board of Trustees, but not on the agenda. There being no public comment, Chair Horn closed public comment.

ADJOURNMENT

There being no further business to come before the Selection Committee, Chair Horn adjourned the meeting at 1:55 p.m.



Jennifer E. Norris
Executive Secretary