



Electronic distribution of position announcement and posting to local chamber professionals throughout Indiana	Complimentary to ICEA member Chambers
Review of job description with recommendation for edits	\$50 flat fee
Provide Board of Directors team with sample employment agreement	\$60 flat fee
Request distribution of position announcement in neighboring states	\$100 flat fee
Draft sample job posting for board to distribute	\$100 flat fee
Provide recommended salary levels based on cross comparison with five or more similar sized chambers of commerce	\$200 flat fee
Board strategic planning facilitation to develop action items for hired staff to focus on within the first year of employment	\$500 plus travel expenses
Consultation with search team to answer specific questions	\$250 for initial conference call consultation with full search team
Provide sample interview questions focused on skill set needed for Chamber CEO	\$250 flat fee
Survey Central Membership Survey (outsource membership survey to ICEA up to 30 questions)	\$1 per member e-mail address provided for survey
Resume management - ICEA to be 3 rd party collection site for interested candidates to collect resumes, field questions from candidates, make recommendations on candidates to interview, set up interviews, and contact interested applicants who are not finalists.	\$2,500 flat fee plus any travel expenses required by the search team
Executive Search –all aspects of resume management as listed above plus ICEA President to be on-site to guide the search team throughout the interview process.	\$5,000 flat fee plus any travel expenses required by the search team

For more information, please contact Shellie Williams, ICEA President, at 812-871-3000 or shellie@iceaonline.com