

---

**Subject: RECRUITMENT OF ADMINISTRATIVE STAFF**

---

1. In the event of an administrative vacancy, the Executive Director may consider currently employed staff and all other persons who have properly indicated a desire to be considered.
2. The particular procedure to be followed in recruiting and selecting administrative staff shall be as determined by the Executive Director to be appropriate for any given situation, subject to review by the Board of Directors.
3. Administrative staff shall be selected and employed based on consideration of qualifications, Rocky Mountain Risk Insurance Group resources, and such other factors deemed by the Executive Director and the Board of Directors to be appropriate.