

**DRAFT February 7, 2024**

## **Purpose and background**

Leadership and continuity play essential roles in the success of an organization. This document recognizes that planning for unexpected or temporary leadership changes is a best practice in line with other nonprofit organizations (e.g., strategic plan, communication plan, fundraising plan). A Succession Plan can bring order in a time of turmoil, confusion, and high stress. The Board of Directors recognizes this is a plan for contingencies due to the disability, death or departure of the President.

## **Succession Plan in the Event of a Temporary, Unplanned Absence**

A temporary absence is one of fewer than three months in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors is authorized to implement the terms of this plan in the event of the unplanned absence of the President

In the event of an unplanned absence of the President, a member of the staff will immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Executive Committee to confirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

## **Succession Plan in the Event of a Temporary, Unplanned Absence: Long-term**

A long-term absence is one that is expected to last for more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Executive Committee will give consideration to temporarily filling the position(s) left vacant for the time period, taking into account the fact that for a term of greater than three months, it may not be reasonable to expect the staff to carry out the duties of multiple positions.

## **Succession Plan in Event of a Permanent Change in Executive Director**

A permanent change is one in which it is firmly determined that the President will not be returning to the position or has given or been given an impending departure date. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Directors will appoint a Transition and Search Committee within 15 days, to develop and execute a transition plan for a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances for the transition, and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

## Checklist for Acceptance of All Types of Succession Plans

- Succession plan approval.** This succession plan will be approved by the Executive Committee and forwarded to the full Board of Trustees for its vote and approval. This plan should be reviewed annually.
- Important Organizational Information.** Complete the attached Information and Contact Inventory and attach it to this document. Also, attach a current list of the organization’s Board of Directors
- Copies.** Copies of this Succession Plan along with the corresponding documentation shall be maintained by the Board Chair, Vice Chair, the President and retained on the Board of Directors portal.

### *Personnel*

information	Contact/location / Maintained by	Password #
Staff Roster		
Payroll Vendor		
Job Descriptions		
Human Resources: Other Contracts		
Employee Handbook		

### *Board*

information	Contact/location / Maintained by	Password #
D&O: Contact information		

**Finance & Fund Raising**

<b>information</b>	<b>Contact/location / Maintained by</b>	<b>Password #</b>
Financials: Budget		
Financials: Cash Flow		
Bank information		
Financial policies (signing, reserves, separation of duties, etc.)		
Government Reporting / Filing (Key Dates)		
Funder/Grant Reporting (Key dates)		
Funding events (Key dates, Chairs)		

**Other Communications**

<b>information</b>	<b>location / Maintained by</b>	<b>Password #</b>
CEO Email		
CEO Calendar		

**Information Technology**

<b>information</b>	<b>Contact/location / Maintained by</b>	<b>Password #</b>
Network Administrator		
Web hosting: Vendor and contract		
Email hosting: Vendor and contract		
Cloud software (e.g. Office 365, Dropbox, QuickBooks, eTapestry, backup): contract, password location		

**Facilities**

Complete this for all facilities that your organization uses whether owned, leased, or lent.

<b>INFORMATION</b>	<b>Contact/LOCATION/MANAGEMENT</b>	<b>Password #</b>
Buildings: Management		
Buildings: Maintenance		
Contracts/Leases		
Outsourced services		

**Parking Lot**

Updated/current job description – President

Prospective candidates

**Short term**

- Interim leadership candidates

**Long term**

- Potential successors