

ANATOMY OF A SUCCESSION PLAN

A SUCCESSION PLAN is a document that guides the governing board in planned or emergency departure of the Chief Executive Officer or other key positions.

Planned succession is the retirement process of an executive director; emergency succession is unanticipated. A single document can address both aspects.

The goal is a seamless continuation of operations. The board has a responsibility to consider "what if we were without our CEO." Conversely, the CEO should keep the board informed of succession-retirement timelines and processes.

While the conversation of "who will take SUCCESSION PLAN over when you leave" may seem harsh, in reality it is a compliment to recognize the value of the CEO and desire to protect him **Introduction – Purpose Statement** or her, and the organization. In order to ensure consistent coverage of key personnel duties and ongoing operations without interruption, the Board of Directors has adopted the following procedures Divide the plan into two parts: and policies.... Planned and Emergency Succession. Part I - Planned Succession A planned succession is a dialog and full awareness of anticipated transition between the job holder and the The board and CEO must agree on the roles, responsibilities and values of the Board of Directors. There shall be agreement in writing position, committing them to writing to of timelines, resources and processes among appropriate guide the search for a replacement. persons and the Board of Directors..... Part II - Emergency Succession An emergency absence is one in which essential personnel are unable to return to work for the short or long-term. An acting director will be appointed to consult with the Board. The Board or a designated group will be responsible for seeing that operations continue without interruption until a temporary or permanent replacement is appointed or Determine who and how the search process hired..... will be managed. Who will have authority (interim director during the succession. **Security and Authority** The security of the resources of the organization shall be Ensure that officers have access to the plan a priority of the Board of Directors. The succession plan by providing a copy to the chief elected document shall be safeguarded with a copy provided to the officer, and/or the board attorney or organization's accountant and/or attorney... accountant. Adopted by the Board Date_____ An update of the succession plan should be Amendments a part of the annual performance review.