

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 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 or her, and the organization.

Divide the plan into two parts: Planned and emergency succession.

The board and CEO must agree on the roles, responsibilities and values of the position, committing them to writing to guide the search for a replacement.

Determine who and how the search process will be managed. Who will have authority (interim director) during the succession.

Ensure that officers have access to the plan by providing a copy to the chief elected officer, and/or the board attorney or accountant.

An update of the succession plan should be a part of the annual performance review.

Succession Plan

Introduction – Purpose Statement

In order to ensure consistent coverage of key personnel duties and ongoing operations without interruption, the Board of Directors has adopted the following procedures and policies....

Part I – Planned Succession

A planned succession is a dialog and full awareness of anticipated transition between the job holder and the Board of Directors. There shall be agreement in writing of timelines, resources and processes among appropriate 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 hired.....

Security and Authority

The security of the resources of the organization shall be a priority of the Board of Directors. The succession plan document shall be safeguarded with a copy provided to the organization's accountant and/or attorney...

Adopted by the Board Date _____
Amendments _____