***Emergency Leadership Transition Policy***

The Board of Directors of recognizes the need to ensure the continued operation of the organization in the event of the unforeseen disability, death, or departure of the Executive Director. In the unlikely event of an untimely vacancy, has in place the following emergency succession plan to facilitate the transition to both interim and long term leadership.

The Board of has participated in the development of the attached emergency succession plan. The process has included a careful review of the job description of the Executive Director and assignment of key responsibilities in the areas of organizational leadership, program development, program administration, operations, Board of Director’s relationships, financial operations, resource development, and community presence.

**Promulgation:**

Whereas has a rich tradition of leadership dating to its founding in ;

Whereas this leadership has enabled to grow and enhance its mission and operations to a position of prominence in its service area, and:

Whereas, in order to continue the tradition of excellence in leadership, it is essential that further develop volunteer and staff leadership for the future and establish procedures for the continuity and transition of leadership;

Therefore, be it resolved that the Board of Directors adopt and review and update annually, an Emergency Leadership Succession Plan to facilitate the continuity and orderly transition of staff leadership in the event of an unforeseen departure of the Executive Director.

Approved by action of the Board of Directors on (Date)

Signed on this day by:

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Board Chair Date

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Executive Director Date

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Human Resource Director Date

1. **Rationale:** In order to ensure the continuous coverage of Executive Director duties critical to the ongoing operations of the organization and its services to clients and/or constituents, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned or extended absence of the Executive Director.

While the Board acknowledges that such an absence is unlikely and undesirable, due diligence in exercising its governance functions requires that the Board have an emergency succession plan in place. It is expected that this plan will ensure continuity in external relationships, organization operations and staff functioning.

1. **Temporary, Unplanned Absence (Short Term):** A temporary absence is defined as an absence of less than three months and one in which the Executive Director 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 an extended vacation or sabbatical.
	1. In the event of an unplanned short-term absence, the Board of Directors empowers the Executive Committee of to implement the terms of this emergency plan.
	2. In the event of an unplanned absence of the Executive Director the highest positioned (or identified) staff member is instructed to immediately notify the Board Chair or highest ranking volunteer board member of the absence. As soon as feasible, the Chair is instructed to convene a meeting of the Executive Committee/Board to affirm the procedures in this plan or to make modifications as deemed appropriate by the Executive Committee/Board.
	3. At the time this policy was approved, the Board has determined that the position of Acting Executive Director will be assigned to:

Name:

Title:

* 1. Should the Acting Executive Director be unable to serve in that capacity, the first and second back up appointees for the position of Acting Executive Director shall be:

**First Back-up** **Second Back-up**

Name: Name:

Title: Title:

* 1. If the Acting Executive Director is new to his or her position (less than **one year**), the Executive Committee or Board of Directors may appoint one of the back-up appointees to the position. The Executive Committee/Board of Directors may also consider the option of splitting executive duties among designated appointees.
	2. **Authority of Acting Executive Director:**

The Acting Executive director shall have the authority for decision making and independent action as the departing Executive Director with the following stipulations:

Stipulation:

Stipulation:

Stipulation:

* 1. **Compensation of Acting Executive Director:**

To compensate for the additional responsibilities required of the Acting Executive Director, he/she shall be offered

* 1. B**oard Oversight of Acting Executive Director:**

The Acting Executive Director shall report to the Board Chair or Board designee about fiscal and operational issues during the short term absence of the Executive Director. It is anticipated that reporting will occur to ensure that the Board chair or designee is fully informed about matters important to the organization’s stability.

* 1. **Completion of Short Term Emergency Succession Planning:**

The decision about when the absent Executive Director returns to lead will be determined by the Board Chair and the Executive Director who will mutually decide upon a return to work date. A reduced schedule for a set period of time may be arranged with the approval of the Board Chair.

1. **Long Term Unplanned Absence:** A long term unplanned absence is defined as an absence of more than three months and one in which the Executive Director will return to his/her position once the events precipitating the absence are resolved. A long term unplanned absence is one that arises unexpectedly. The procedures and conditions to be followed should be the same as for the short term absence with one addition:
	1. The Executive Committee of the Board of Directors will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager will focus on relieving the Acting Executive Director of priority duties for his/her position during the term under which he/she is serving as Acting Executive Director.
2. **Unplanned Permanent change in Executive Director:** A permanent change occurs when the Board of Directors determines that the Executive Director will not be returning to the position. In the situation, the procedures and conditions will remain the same as for the long term temporary absence with one addition:
	1. The Board of Directors will appoint a Transition and Search Committee within 10 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of 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.

1. **Communications Plan:** Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chair or designee will notify staff members, members of the Board of Directors and key volunteers and/or funders of the delegation of authority. The Board members and Acting Executive Director shall also communicate the temporary change in leadership structure to the key stakeholders of the organization in accordance with the attached communication plan. (Attach page 10 and 11 of this document.)