

## **\_\_\_\_\_ CHILD ADVOCACY CENTER SUCCESSION PLAN AND INFORMATION INVENTORY**

If an emergency succession should occur, the \_\_\_\_\_ Child Advocacy Center should be able to quickly continue work in the most efficient and effective way.

The Board of Directors of the \_\_\_\_ CAC recognizes that this is a plan for contingencies due to the disability, death or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, the \_\_\_\_\_ CAC has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of \_\_\_\_ CAC has reviewed the job description of the executive director. The job description is attached. The board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

### **SUCCESSION PLAN IN EVENT OF A TEMPORARY, UNPLANNED ABSENCE: SHORT-TERM**

A temporary absence is one of less than three months in which it is expected that 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 a vacation or a sabbatical. The Board of Directors is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Assistant Director or Family Service Coordinator is to immediately inform the Board President of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board or Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At that meeting, the Board will appoint an Acting Executive Director to fill in temporarily for the Executive Director. At the Board's discretion, the position could be filled by an existing employee, by a combination of Board members and existing employees, or with an external hire for an interim position.

### **Authority and Compensation of the Acting Executive Director**

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director, with a temporary salary increase to the entry-level salary of the executive director position reflecting the degree to which they are taking on all of the Executive Director's responsibilities.

### **Board Oversight**

The Board of Directors will be responsible for monitoring the work of the Acting Executive Director and assisting in the ongoing management of the Center.

### **Communications Plan**

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority. The Board and Acting Director will also notify the statewide chapter for child advocacy centers, the State Children's Alliance of the change in leadership.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the key external supporters of the \_\_\_\_CAC. This may include (but not be limited to) \_\_\_\_\_CAC team agency partners, grant monitors and others so designated by the \_\_\_\_CAC Board of Directors.

### **Completion of Short-Term Emergency Succession Period**

The decision about when the absent Executive Director returns to lead \_\_\_\_CAC should be determined by the Acting Executive Director and the Board President in communication with the Executive Director. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

### **SUCCESSION PLAN IN EVENT OF A TEMPORARY, UNPLANNED ABSENCE: LONG-TERM**

A long-term absence is one that is expected to last 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 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 would focus on covering the priority areas in which the Acting Executive Director needs assistance.

The decision about when the absent Executive Director returns to lead \_\_\_\_CAC should be determined by the Acting Executive Director and the Board President in consultation with the Executive Director. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment

### **SUCCESSION PLAN IN EVENT OF A PERMANENT CHANGE IN EXECUTIVE DIRECTOR**

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. 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 Search Committee within 15 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 from the Colorado Children's Alliance and other organizations 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.