

### **Continued...Executive director succession policy 3.9**

- The Search Committee will seek approval of the full board for all of the above.
- The Search Committee will recommend no more than three nor less than two candidates for review.
- The board will interview the final candidates and select the new executive director.
- External candidates and current employees will be invited to apply for the position.
- The board will set dates for three-month and six-month reviews of executive director performance. These reviews will be informal discussions between board and executive director for the purpose of assisting the executive director to understand board needs and intent, as well as affirmation of good executive director performance. The board will do a formal written performance evaluation of the executive director after approximately one year of employment and then annually.

#### **Sudden loss of executive director**

The process to continue uninterrupted service in the event of sudden loss of the executive director will be as follows:

- Annually, the board will designate one staff person who will assume the duties of the executive director if, in the judgment of the board of directors, that becomes necessary.
- The current executive director will compile a list of vital instructions for an interim executive director and update that list annually.
- The list will include, but not be limited to, such information as:
  1. a staff flow chart showing chain of command and a list of responsibilities of all management personnel. The list will also include special instructions about which staff members should be consulted for special assistance in such areas as personnel management, maintenance, finance, computer operations and other essential functions of the organization.
  2. location of all bank accounts and financial records, and instructions about disbursement authority.
  3. location of all vital documents, such as policies and contracts.
  4. location of all computer backup files.

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- If it becomes necessary to implement these emergency procedures, the board of directors will meet as soon as possible with the designated interim executive director to:
  - A. establish a plan for continued operation.
  - B. officially designate the selected staff person to be the interim executive director.
  - C. establish a schedule of board meetings to provide adequate support for the interim executive director.
  
- As soon as possible after the designation of the interim executive director, the board will implement the applicable procedures from the first half of this policy.