****

**POLICY CATEGORY: 4. DAILY OPERATIONS**

**POLICY TYPE: 4.C. HUMAN RESOURCES**

**POLICY TITLE: 4.C.3. *Transition & Succession Plan***

Approved by Board – 1/29/19

**Departure-Defined Succession Plan:**

Executive succession planning is structured to ensure leadership continuity in key positions and to retain and develop knowledge, capital and relationships for the future. The following roles are assigned:

* Board Members:
  + Assess and, if necessary, recommend revision to the President’s roles & responsibilities and financial and other internal and external factors prior to beginning a search for a new President.
  + Secure Together SC’s future by clarifying direction and ensuring strong leadership.
  + Leverage Board contacts and expertise, especially during periods of leadership transition.
  + Appoint a Board committee to address transitional issues in the departure of the executive.
  + Ensure an on-boarding process for the new President, when selected and hired.
* Executive:
  + Plan for legacy and succession as well as possible, including developing key staff members and creating a culture that encourages professional development.
  + Self-Evaluate, promote and encourage the executive succession-planning process.
  + Implement, upon Board approval, and communicate the succession plan with affected staff.
* Key Staff:
  + Support successful transition and provide program and organizational information as requested.
  + Continue to provide services to clients in absence of executive and during transition.
  + Ensure awareness of the communication plan so they can address public inquiries.

**Emergency Leadership Transition Plan**

Should the President abruptly resign, is terminated, or is otherwise unable to lead, the staff and Board must manage the transition well and continue daily tasks that keep Together SC running.

* Communications: The Board Chair will be the first point of contact. The Chair will notify all Board members and discuss next steps. He/she will follow a plan of action, developed by staff. Once a plan has been approved, a message from the Chair will be sent to the organization’s key stakeholders detailing the plan and the leadership transition.
* Financial Oversight: The Board Treasurer is the Board point-person working with the Director of Operations for all financial accounts to enable business to continue. The treasurer must be a signatory on Together SC’s checking accounts and investment accounts. Business must be able to be conducted electronically (because of geography). Information about Together SC’s financial advisor, accountants and other critical information and contact list is provided to the Treasurer upon his/her appointment.
* Interim Management: The Director of Operations will support the Chair in providing emergency interim leadership. As soon as possible the Board will appoint an interim chief executive (senior manager, or seasoned executive from outside) to lead during the executive search.
* Executive Search: With interim management in place, the Board will determine whether to work with an executive search consultant or conduct the search on their own. The Board will appoint a search committee of up to five members and delegate appropriate authority to move the process forward.