

Kings Community Action Organization

Administrative Policy

BP 2150

Succession Planning

PURPOSE: The purpose of this policy is to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until new permanent leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures.

POLICY: It is the policy of the Board of Directors to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is well suited for the organization’s mission, vision, values, goals, and objectives; who has the necessary skills for the organization’s leadership; and who has the qualifications needed to lead and advance a private non-profit.

To ensure that the organization’s operations are not interrupted while the Board of Directors assesses the leadership needs and recruit a permanent Executive Director, the board will appoint an interim Executive Director. The interim Executive Director shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, grant applications, reports due, contracts, maintaining licenses and other important projects or deadlines.

It is also the policy of KCAO to develop a diverse pool of candidates to fill the Executive Director position. The KCAO Board of Directors will implement a recruitment and selection process that is open to internal and external candidates and consistent with Administrative Policy 3220.1.

GUIDELINES:

- A. For a temporary change in executive leadership (i.e., illness or leave of absence for 90 days or less), the Deputy Executive Director shall temporarily assume the duties of the Executive Director with board approval.
- B. In the event the Executive Director of KCAO is no longer able to serve in this position (i.e. leaves the position permanently), the Board of Directors shall appoint an interim Executive Director or acting Executive Director with approval.
- C. In the event that a permanent change in leadership is required, the Chairmen of the board shall appoint an Executive Transition Ad-Hoc Committee within fifteen (15) business days. This Committee shall be comprised of at least two members of the Executive Committee, and two members of the Personnel Committee or other Board Members. It shall be the responsibility of this committee to implement the following preliminary transition plan:

1. Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as funders, foundations if applicable, government agencies, bank used for operating and payroll accounts, etc.
 2. Consider the need for consulting assistance (i.e., transition management, executive search consultant) based on the circumstances of the transition.
 3. Review the organization's goals and objectives and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
 4. Establish a timeframe and plan for the recruitment and selection process.
 5. Refer to the Executive Director Job Description for a sample of the job description and qualifications.
- D. In the event that an executive transition simultaneously involves the Executive Director and other key management staff, the Board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

Adopted by Board of Directors: 08/17/2016

Policy References:

Board Policy 2150 Organizational Leadership
Administrative Policy 3220.1 Recruitment and Selection Process