 **Emergency Succession Plan**

***Rationale:***

The Board of Directors of United Way of Lamoille County (UWLC) has adopted this plan for contingencies due to the disability, death or departure of the Executive Director. This plan has been developed to ensure that if the organization is faced with the unlikely event of an untimely vacancy, that UWLC has in place an emergency succession plan to facilitate the transition and longer-term leadership.

The Board of UWLC 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.

***Policy:***

**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 sabbatical. The Board of Directors authorizes the Executive Committee of UWLC to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of such an absence, the highest ranking staff member is to immediately inform the Board Chair of the absence. The Chair should convene a meeting of the Executive Committee as soon as possible. The purpose of the meeting will be to affirm the procedures contained in this plan, to make any modifications the Committee considers appropriate, and to appoint an Interim Executive Director.

In the event the Executive Director is immediately incapacitated and unable to perform his or her duties, the Board Chair will assume the position of Interim Executive Director until a successor is appointed.

**Authority and Compensation of the Interim Executive Director**

The person appointed as Interim Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Executive Committee has the option of offering the Interim Executive Director: a temporary salary or salary increase to entry-level salary of the Executive Director position or a bonus during the Interim Executive Director period.

**Board Oversight**

The Executive Committee shall be responsible for monitoring the work of the Interim Executive Director. It will be sensitive to the special support needs of the Interim Executive Director in this temporary leadership role.

**Communications Plan**

Immediately upon transferring the responsibilities to the Interim Executive Director, the UWLC Board President will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Interim Executive Director has begun serving in this capacity, Board members and the Interim Executive Director shall communicate the temporary leadership structure to the key external supporters of UWLC. This may include (but not be limited to) UWLC Committees, Campaign leadership, Partner Agencies, other community partners, civic leaders, foundation program officers, major donors, media and others whom the Executive Committee and Interim Executive Director deem appropriate.

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

The decision about when the absent Executive Director returns to lead UWLC should be determined by the Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time may be allowed, by approval of the Board President, with the intention of working his/her 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 EXECUTIVE COMMITTEE will give immediate consideration, in consultation with the Interim Executive Director, to temporarily filling the position left vacant by the 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 Interim Executive Director to carry the duties. The job description of the temporary position would focus on covering the priority areas in which the Interim Executive Director needs assistance.

Compensation of the Interim Executive Director will be adjusted, during a long-term absence of the Executive Director, to compensate for the additional duties he/she will be assuming.

**Completion of Long-Term Succession Period**

The decision about when the absent Executive Director returns to lead UWLC should be determined by the Executive Director and Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time may be allowed, by approval of the Board President, with the intention of working his/her way back to a full-time commitment at an agreed-upon start date. The start date may be altered by an Executive Committee vote.

**Succession Plan in Event of a Permanent Change in Executive Director**

A permanent change is one in which it is 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 UWLC Board of Directors will appoint a Search Committee within 15 days of determination that the Executive Director will not be returning to the position. The Committee will be comprised of no less than five (5) UWLC Board Members, including no less than two (2) Executive Committee members. The Committee will be responsible for planning the recruitment and selection of a permanent Executive Director. The Committee will also determine the continued need for an Interim Executive Director and consider the need for outside consulting assistance depending on the circumstances of the transition and the board’s capacity to plan and manage transition and search.

**Checklist for Acceptance of All Types of Emergency Succession Plans:**

**Succession plan approval**: This succession plan will be approved by the Executive Committees and forwarded to the full Board of Directors for its vote and approval. This plan should be reviewed annually.

**Signatories**: The Board President and the Executive Director shall sign this plan.

**Organizational Chart**: An organizational chart is attached to this plan reflecting staffing positions and lines of authority/reporting throughout the organization, and how that structure will change within the context of an emergency/unplanned absence of the Executive Director.

**Important Organizational Information**: Maintain an *Information and Contact Inventory* and attach it to this document. Also include a current list of the organization’s Board of Directors.

**Executed Copies**: The UWLC office, the Board President and Executive Director shall maintain executed copies of this Emergency Succession Plan, along with the corresponding documentation.

*The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.*

**United Way of Lamoille County**

**Emergency Succession Plan**

**Signatures of Approval**

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Executive Director Date

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 Board President Date

Dawn/Policies/UWLC Succession Plan 2013  
Adopted: March 13, 2013