



Executive Director Emergency Succession Plan

Board Approved: May 18, 2000

Revisions Approved by Board: May 19, 2014

Reviewed with no Revisions: March 19, 2018

Policy Recap and Compliance Requirements:

Policy Responsibility:	Director of Human Resources
Changes Approved by:	Board of Directors – As recommended through sub committee
Policy Review:	Annually by HR Committee – with updates to Board members
Training:	As needed to applicable staff

WACOSA

Executive Director Emergency Succession Plan

Effective May 19, 2014

Purpose

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of WACOSA, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended temporary absence of the Executive Director. WACOSA's Board of Directors authorizes the Executive Committee of the Board to implement the terms of this emergency plan in the event of the unplanned temporary absence of the Executive Director.

While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have an emergency executive director succession plan in place. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

The goals of this plan are to:

1. Maintain continuity of internal leadership
2. Maintain continuity of coverage of executive duties within the organization
3. Assure that the organization continues to carry out its mission without interruption in services
4. Maintain systems and processes that are designed to protect the integrity and financial assets of the organization
5. Allow the Board of Directors time in which to fill the vacant position (if necessary)

Definitions

An unplanned and extended temporary absence is one in which the Executive Director is on leave per WACOSA's policies and is expected to return to his/her position. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation.

A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

The Board Executive Committee is a sub-committee of the Board consisting of the President, Vice-President, Treasurer and Secretary. WACOSA's HR Director may be called upon to serve as an ex-officio member of the committee.

Procedures

In the event of an unplanned temporary absence of the Executive Director, the HR Director is to immediately inform the Board President of the absence. As soon as feasible, the Board President should convene a meeting of the Board Executive Committee to affirm the procedures prescribed in this plan and/or make modifications as the Executive Committee deems appropriate.

Acting Executive Director Appointee

At the time that this plan was approved, the position of Acting Executive Director would be offered to:

Name: Nancy Betts

Title: Vice President of Quality Assurance & Programs, WACOSA

If the primary appointee for Acting Executive Director is new to his/her position and fairly inexperienced with the organization (less than 3 years) or is unavailable to serve in this capacity, the Executive Committee may decide to select a back-up appointee to the Acting Executive Director position. The Executive Committee may also consider the option of splitting executive duties among one or more appointees.

The Executive Committee 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 temporary position would focus on covering the priority areas in which the Acting Executive Director needs assistance.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall report to the Board in a similar manner as the regular Executive Director and have the full authority for decision-making and independent action as the regular Executive Director.

At the discretion of the Executive Committee, the Acting Executive Director may be offered:

- A temporary salary increase to the entry-level salary of the executive director position
- A bonus to be designated by the Board Executive Committee; or
- No additional compensation

Note: If duties of the Acting Executive Director are shared, additional compensation (if any) will be shared as designated by the Board Executive Committee.

Communications Plan

Immediately, upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff members and the Board of Directors. 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 key external supporters of the organization. This may include government contacts, major donors, businesses, and other organizations.

Succession Plan in the Event of a Permanent Vacancy

In the event that it is determined that the Executive Director will not be returning, WACOSA will follow the procedures established in its separate policy titled "WACOSA Executive Director Succession Plan". WACOSA will utilize the procedures established in its "Executive Director Emergency Succession Plan" to temporarily fill the unplanned vacancy until a new Executive Director has been hired.

Signature of Executive Director

Date

Signature of Appointee

Date

Signature of Board President

Date

WACOSA reserves the right to amend, modify, remove, suspend, terminate, or change this policy in whole or in part at any time with or without notice