**Nonprofit Leadership**

**Succession Plan Development Class Project**

Agency Name\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Rationale**: In order to ensure the continuous coverage of executive duties critical to the ongoing operations of \_\_\_\_\_\_\_\_\_\_and its services to clients, the Board of Directors is

adopting policies and procedures for the temporary appointment of an Acting Executive

Director in the event of an absence or departureof the Executive Director. It is expected that this plan will ensure continuity in external relationships and in staff functioning. (You can change the rationale narrative as required)

1. **Functions of the Executive Director:** (A detailed description of the ED’s functions should be included here. You can copy the functions the Executive Director Functions exercise. Also focus on the key functions of the ED)
2. **Succession plan in event of a** **temporary, unplanned absence -- SHORT-TERM**
3. Definition of temporary absence (specify reasons and term of absence)
4. Who will appoint the Acting ED (designate according to your organization’s strategic plan)
5. Specify the training of the Acting ED
6. Any restrictions ?
7. Compensation
8. Supervision of the Acting ED (Board?)
9. Communications Plan (in order to ensure that the stakeholders are aware of the change)
10. **Succession plan in event of a** **temporary, unplanned absence -- LONG-TERM**
11. Definition
12. Procedures to be followed (explain if these procedures will be same or different to the case of short-term absences)
13. **Succession plan in event of a** **PERMANENT unplanned absence**
14. Definition of permanent absence
15. Procedures to be followed (explain if these procedures will be same or different to the case of long-term absences; also consider if a “search committee” is needed – internal hire, external hire etc)
16. **Approvals and Maintenance of Record**
    1. Succession Plan approval - This succession plan will be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval
    2. Signatories
    3. Maintenance of record – (Explain who and where copies of this Plan will be maintained)

*Revised by (Agency Name) Executive Committee on (Date)*