**Emergency Succession Plan**

**for the** **\*NAME OF ORGANIZATION\* 2023**

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The Board of Directors of the \*NAME OF ORGANIZATION\* recognizes that this is a plan for contingencies due to the disability, death or departure of the President/CEO. If the organization is faced with the unlikely event of an untimely vacancy, the \*NAME OF ORGANIZATION\* has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership. The Board of the \*NAME OF ORGANIZATION\* has reviewed the job description of the President/CEO. The job description is attached. The board has a clear understanding of the President/CEO’s role in organizational leadership, program development, program administration, operations, board of directors’ relationships, financial operations, resource development and community presence.

**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 President/CEO 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 a sabbatical. The Board of Directors is authorized (or authorizes the Executive Committee) of the \*NAME OF ORGANIZATION\* to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the President, the Executive Assistant is to immediately inform the Board Chair(or highest ranking volunteer board member) of the absence. As soon as it is feasible, the Chair should convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate. At the time that this plan was approved, the position of Acting President/CEO would be:

Name& Title:

Should the standing appointee to the position of Acting President/CEO be unable to serve, the first and second back-up appointees for the position of Acting President/CEO will be:

1st Name & Title:

2nd Name & Title:

If this Acting President/CEO is new to his/her position and fairly inexperienced with this organization (less than 1year), the Executive Committee may decide to appoint one of the back-up appointees to the acting executive position. The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

**Authority and Compensation of the Acting President/CEO**

The person appointed as Acting President/CEO shall have the full authority for decision-making and independent action as the regular President/CEO. The Acting President/CEO may be offered: (􀀩check one)

 - A temporary salary increase to the entry-level salary of the President/CEO position

 - A bonus of $\_\_\_\_\_\_\_\_\_\_ during the Acting President/CEO Period

 - No additional compensation

**Board Oversight**

The board member(s) or board committee (circle one) responsible for monitoring the work of the Acting President/CEO shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list by name or office). The above named people will be sensitive to the special support needs of the Acting President/CEO in this temporary leadership role.

**Communications Plan**

Immediately upon transferring the responsibilities to the Acting President/CEO, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority. As soon as possible after the Acting President/CEO has begun covering the unplanned absence, Board members and the Acting President/CEO shall communicate the temporary leadership structure to the following key external supporters of the \*NAME OF ORGANIZATION\*. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

The decision about when the absent President/CEO returns to lead the \*NAME OF ORGANIZATION\* should be determined by the President/CEO and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their 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 Acting President/CEO, to **temporarily** filling the management position left vacant by the Acting President/CEO. 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 President/CEO to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting President/CEO needs assistance.

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

The decision about when the absent President/CEO returns to lead the \*NAME OF ORGANIZATION\* should be determined by the President/CEO and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

**Succession Plan in Event of a Permanent Change in President/CEO**

A permanent change is one in which it is firmly determined that the President/CEO 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 Board of Directors will appoint a Transition and Search Committee within 15 days to plan and carry out a transition to a new permanent President/CEO. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board’s capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim President/CEO, and plan for the recruitment and selection of an Interim President/CEO and/or permanent President/CEO.

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

 - **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. This plan should be reviewed annually.

 - **Signatories:** The Board Chair, the President/CEO, Acting President/CEO shall sign this plan, and the appointees designated in this plan.

 - **Organizational Charts:** Two organizational charts need to be prepared and attached to this plan. Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. Prepare and attach a second organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the President/CEO.

 - **Important Organizational Information:** Complete the attached *Information and Contact Inventory* and attach it to this document.

 - **Copies:** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the President/CEO, the Acting President/CEO Appointee, the human resources department, and the organization’s attorney.

**Signatures of Approval**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*NAME OF ORGANIZATION\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/CEO Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Dir/HR Dir/Other key staff member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Selected as Acting President/CEO Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acting President/CEO’s Current Title

**Information/Contact Inventory for the \*NAME OF ORGANIZATION\***

Knowing where your organization’s key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

**Onsite Location Offsite Location Online URL**

**Nonprofit Status**

IRS Determination Letter -

IRS Form 1023 -

Bylaws -

Mission Statement -

Vision and Values -

Board Minutes -

Corporate Seal -

**Financial Information**

Employer Identification Number (EIN) #:

Current and previous Form 990s -

Financial Statements -

State or District Sales - Tax Exemption Certificate

Blank Checks -

Computer password -

Member Records -

*Tax Preparer/Accountant*

Name:

Phone Number/Email:

*Bank*

Name(s):

Account Numbers:

*Investments*

Bank: Farmers

Acct Numbers:

President is authorized to …. Internal Procedure requires …. Authorized signers include ...

**Legal Counsel**

*Attorney*

**Human Resources Information**

**Onsite Location Offsite Location Online URL**

Employee Records/Personnel Info\*

Name:

Phone Number:

Email:

Name:

Phone Number:

Email:

*Payroll–*

**Facilities Information**

*Building*

Office Lease Time Frame:

*Building Management*

Company Name:

Contact Name:

Phone Number:

Email:

*Telephone Service Provider:*

Phone Number:

Email:

*Internet*

Acct :

Phone Number:

*Website / Email*

Phone Number:

Email:

Account #:

*Copier Servicing*

Phone Number:

Email:

Account #:

*Copier Rental Contract*

Account #

*Electric*

Acct #

Phone Number: (800) 545-7741

*Gas*

National Fuel Acct #

Phone Number: (800) 365-3234

*Water*

Oil City Water

Utilities Office: (814) 678-3002

Treasurer’s Office: (814) 678-3008

www.oilcity.org

Customer ID:

*Garbage*

**Insurance Information**

***General Liability / Commercial Umbrella***

Company/Underwriter:

GL Policy Number:
Umbrella:

Representatives:

***Directors & Officers Liability***Company/:

Policy Number:

***Workers’ Compensation***

Company/Underwriter:
Policy Number:

***Disability Insurance (long-term) / Life Insurance***

Company/Underwriter:

Legacy ID#

Representatives:

***Retirement Plan***

Company/Underwriter:
Contract Number:

Representative:

**Date of Completion for Information and Contact Inventory:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person Completing Document:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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