

**Executive Director Succession Procedures**

**Short-Term, Temporary, Unplanned Absence of ED**

In periods of a short-term, unexpected absence of the Executive Director (ED), regular assumption of responsibility is to take place, as with short-term absences due to vacation, personal or sick leave. Duties and responsibilities are distributed as follows:

* *Community Engagement Manager:* liaison to the Board of Directors; check signing authority; payroll review & approval & media relations lead.
* *Staff Manager*: staff communication and all staff meeting management; hiring, discipline and termination; & oversight of all agency policy adherence.
* *Mediation Manager*: facilitation and stewardship of Leadership Team (LT); ResWA liaison; & primary community relations liaison with State, County and City agencies.
* *Leadership Team (as a whole):* all will continue with existing duties in support of the organization’s mission as well as the entire team’s contribution and support.

**Long-Term, Temporary, Unplanned Absence of the ED**

In periods of a long-term, unexpected absence of the ED, the Leadership Team and specific identified roles shall proceed as in short-term above. The Executive Committee shall consult with the LT within the two weeks of the absence to determine the feasibility of carrying out the duties of the ED for the anticipated period. Prioritization of job duties in all positions needs to take place so that the most important job tasks can be covered.

**Long Term, Permanent, Unplanned Absence of the ED**

Ensure the duties are fulfilled on a temporary basis as in Long-Term Temporary, above. The Executive Committee shall form an ad hoc committee of staff and board to advertise a candidate search for either an interim or permanent ED.

**Planned Succession of ED**

Upon the current ED’s announcement of departure (3-12 months’ notice requested, recognizing that this might not be possible), the Board of Directors shall form an ad hoc committee consisting of not less than: one past board leader, one board officer, two other board members (one of which that is a volunteer mediator), and two staff members.The committee shall make a recommendation to the Board, including:

* Readiness of job description;
* Hiring process;
* Timeline; &
* Communications plan

In addition, the Board Executive Committee may contact Third Sector or a similar firm that could be a support in filling an interim ED role and/or identifying and recruiting a replacement.