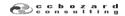
Emergency Succession Plan

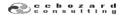
For

(Organiza	tion Name)
challenging time. Therefore, it is the polic prepared for an emergency change in leaders	able for all organizations and can be a very sy of to be ship to ensure the stability and accountability of ermanent leadership is identified. The Board of this policy and its related procedures.
the organization is faced with the unlikely even	death or departure of the Executive Director. If
facilitate the transition to both interim and longer	er-term leadership if necessary.
The Board of Directors of	escription is attached. The board has a clear n organizational leadership, program ns, Board of Directors relationships, financial



Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A short-term 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 a sabbatical. The Board of Directors is authorized (or authorizes the Executive Committee) of
In the event of an unplanned absence of the Executive Director, the Deputy Director (or other highest ranking staff member) 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 Board of Directors/Executive Committee (<i>circle one</i>) 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 Executive Director would be:
(Name)(Title)
Should the standing appointee to the position of Acting Executive Director be unable to serve the first and second back-up appointees for the position of Acting Executive Director will be:
(1)(Title)
(2) (Name) (Title)
If this Acting Executive Director is new to his/her position and fairly inexperienced with this organization (less than months/years), the Executive Committee/Board of Director (<i>circle one</i>) may decide to appoint one of the back-up appointees to the acting executive position. The Executive Committee/Board of Directors (<i>circle one</i>) may also consider the option of splitting executive duties among the designated appointees.
Authority and Compensation of the Acting Executive Director
The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director.
The Acting Executive Director may be offered: (check one)
 □ A temporary salary increase to the entry-level salary of the executive director position. □ A bonus of \$ during the Acting Executive Director Period. □ No additional compensation.



Board Oversight
The board member(s)/board committee (<i>circle one</i>) responsible for monitoring the work of the Acting Executive Director shall be (list by name or office).
The above named people will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.
Communications Plan
Immediately upon transferring the responsibilities to the Acting Executive Director, 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 Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of
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
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The decision about when the absent Executive Director returns to lead _____ should be determined by the Executive Director 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/Board of Directors (*circle one*) 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 position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead _____should be determined by the Executive Director 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.

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 Executive Director, the deputy director or human resources administrator and the Acting Executive Director 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: 1) a current organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization; and 2) an organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Executive Director.
Important Organizational Information. Complete the attached <i>Information and Contact Inventory</i> and attach it to this document. Also attach a current list of the organization's board of directors.
Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Executive Director, the Acting Executive Director Appointee, and the human resources department.

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			
Board Minutes			
Corporate Seal			
Financial Information			
Employer Identification Numb	oer (EIN) #:		
Current and previous Form 990s			
Current and previous audited financial statements			
Financial Statements (if not part of the computer system and regularly backed-up)			o
State or District Sales-Tax Exemption Certificate			
Blank Checks			
Computer passwords			
Donor Records			
Client Records			
Vendor Records			
Volunteer Records*			

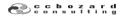
Knowing where your organization's key information is located is critical so that if an emergency succession should

Information and Contact Inventory for _____

*Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).

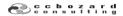


Auditor
Name:
Phone Number/Email:
Bank
Name(s):
Account Numbers:
Branch Representative(s):
Phone Number:
Fax:
Email:
Investments
Financial Planner / Broker Company
Representative Name:
Phone Number:
Email:
Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?
Who are the authorized check signers?
Is there an office safe? Who has the combination/keys?
Legal Counsel
Attorney
Name:
Phone Number:
E-mail:



Human Resources Information

	Onsite Location	Offsite Location	Online URL
Employee Records/			
Personnel Info*			
*Names, home addresses, p			
I-9s			
Payroll			
Company Name:			
Account Number:			
Payroll Rep:			
Phone Number:			
Email:			
Facilities Information			
Office Lease (for renters)			
Building Deed (for owners)			
Building Management			
Company Name:			
Contact Name:			
Phone Number/Email:			
Office Security System			
Company Name:			
Account Number			
Representative Phone Number/Email:			
Broker Phone Number/Email:			



Insurance Information	Disability Insurance (long-term)
General Liability / Commercial Umbrella	Company/Underwriter:
Company/Underwriter:	Policy Number
Policy Number	Representative Phone Number/Email:
Representative Phone Number/Email:	Broker Phone Number/Email:
Broker Phone Number/Email:	
	Life Insurance
Directors & Officers Liability	Company/Underwriter:
Company/Underwriter:	Policy Number
Policy Number	Representative Phone Number/Email:
Representative Phone Number/Email:	Broker Phone Number/Email:
Broker Phone Number/Email:	
	Dental
Health Insurance	Company/Underwriter:
Company/Underwriter:	Policy Number
Policy Number	Representative Phone Number/Email:
epresentative Phone Number/Email: Broker Phone Number/Email:	
Broker Phone Number/Email:	
	Long Term Care
Unemployment Insurance	Company/Underwriter:
Company/Underwriter:	Policy Number
Policy Number	Representative Phone Number/Email:
Representative Phone Number/Email:	Broker Phone Number/Email:
Broker Phone Number/Email:	
	Retirement Plan
Workers' Compensation	Company/Underwriter:
Company/Underwriter:	Policy Number
Policy Number	Representative Phone Number/Email:
Representative Phone Number/Email:	Broker Phone Number/Email:
Broker Phone Number/Email:	
Disability Insurance (short-term)	
Company/Underwriter:	
Policy Number	
Representative Phone Number/Email:	
Broker Phone Number/Email:	
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.



Emergency Succession Plan

Signatures of Approval

Board Chair	Date
Executive Director	Date
Individual Selected as Acting Executive Director	Date
Acting Executive Director's Current Title	Date

We gratefully acknowledge the Center for Nonprofit Advancement (<u>www.nonprofitadvancement.org</u>) for their template used to guide this document.