

## **Executive Director Succession Plan**

This **Executive Director (ED) Succession Plan** is prepared for the ACBL's Board of Directors in the event that the ED position becomes vacant. There are several possible scenarios for why the ED position may be vacant. These include:

- Retirement of incumbent ED
- Resignation of the incumbent ED
- Immediate vacancy due, for example, to the incapacitation, disability or death of the incumbent ED
- Termination of the ED

This ED Succession Plan suggests a course of action for the ACBL Board in the event of a vacancy in the ED position.

### **Retirement or Resignation**

Under normal conditions the incumbent ED is expected to give a minimum of two months' notice of her or his intent to resign or six months' notice of her or his intent to retire from the position. The written notice to resign or retire should be given in person to the ACBL President, and by mail to all other Directors of the Board. When possible and appropriate, the incumbent should be expected to be a part of the transition team to assist with the orientation and training of the new ED.

### **Replacement Nominee**

The ED is expected to provide to the President and the Executive Director Review Committee (EDR) the name of a specific nominee recommended to replace the ED in the event of an immediate vacancy, together with the name of an individual recommended to replace the ED nominee - such names to be updated in writing whenever necessary, but at least annually.

### **Immediate Vacancy**

The President will be responsible for appointing an interim ED, with subsequent confirmation by the Board, to serve in the position until a new ED is hired. The EDR, supplemented by additional expertise appointed by the President as necessary, will review the current ED job description and strategic direction of the ACBL to determine any desirable changes in the job description or skills and competencies of the ED. Such changes will be forwarded to the Board of Directors for approval.

### **ED Search Committee**

When it becomes known that the ACBL will need to hire a new ED, the ACBL President will appoint a 3-7-member Search Committee. The committee will consist of board members and additional at-large members who will be responsible for interviewing and recommending to the Board a new ED. The ACBL President or her or his designee will be the chair of the committee. The ACBL President may use outside

organizations, paid consultants or contractors, as needed, to assist with the search process. The Executive Committee will develop an executive search budget, to include the cost of an independent counsel to act as legal advisor to the Search Committee.

**Responsibilities of the Search Committee:**

- Approve a timeline for the recruitment and selection process.
- Approve recruitment materials and information.
- Inform ACBL’s constituency of the position opening and selection process.
- Approve an advertising plan for the position in appropriate media.
- Contact key members of the community by letter or phone.
- Post an announcement on the ACBL website to members explaining the selection process.
- Coordinate mailing of information to interested applicants.
- Determine an overall interview and selection process.
- Determine a process for screening applications and resumes.
  - Receive and screen applicant applications and resumes.
- Develop a format for the interviews, including interview questions.
- Arrange and conduct first round interviews with candidates.
- Conduct reference checks of selected candidates.
- Conduct second round interviews as needed.
- Recommend a candidate for approval to the ACBL Board of Directors.
- Communicate the hiring decision by letter to all candidates.
- Recommend terms of the employment to the Board. In-House Counsel drafts the Agreement with direction from the Search Committee Chair.

**Conflict of Interest: Members of the ACBL Board of Directors and members of the ED Search Committee are not eligible for the position of ED. A former ACBL Board member who wants to apply for the ED position must have left the board at least one year prior to applying. (Conflict of Interest Policy, currently Codification Part 1—Governance and Policy, Chapter II—Business Management, B. Employees and Consultants, Section 5.6) ACBL staff and members who want to apply for the ED position may not serve on the Search Committee.**

**ED Transition Team**

The incumbent ED and ACBL Board of Directors are responsible for preparing the organization for a smooth transition. That preparation must include the transfer of organizational knowledge to appropriate Board and management team members. Such knowledge would include but is not limited to key constituents, collaborative relationships, existing contracts, memoranda of understanding and other relevant history.

The incumbent ED is responsible for developing and maintaining an ED Transition Plan. The ED Transition Plan will include a list of things that an interim or new ED would need to know or have access to and a list of the staff that are primaries or backups for critical organizational tasks.

**A ED Transition Plan should include the following:**

1. List of key staff and their roles
2. List of key contracts pending
3. List of emergency contacts and telephone numbers
4. List of key community, business and government contacts and their telephone numbers
5. Bank contacts and investment account information
6. Copy of the current Bank Check Signatory Forms and a blank one for the transition
7. List of people and organizations to contact regarding the appointment of a new ED

Adopted by ACBL Board of Directors in March 2022