Executive Director Succession Plan

# First Scenario

1. Executive Director gives notice of 90 days or more

a. The Board President will ensure that the Department of

Rehabilitation Resource Specialist and the RSA Program Specialist are notified.

b. The Executive Committee will create a job description and review the E. D job description and add any details to the announcement that are especially pertinent for the current RICV situation, i.e., is there currently a stronger need for fund raising, new program development, meeting government regulations, etc.?

2. The announcement will be advertised with or sent to several of the following:

a. All RICV staff members

b. Posted on the RICV web page

c. California Department of Rehabilitation (DOR)

d. California Foundation for Independent Living Centers

(CFILC)

e. Central Valley Coalition for Human Services (CVCHS)

f. National Council on Independent Living (NCIL)

g. California State Independent Living Council (Cal-SILC)

h. Independent Living Research Utilization (ILRU)

3. The Board of Directors (or Executive Committee) will meet with the Executive Director to plan for a transition

a. A search committee is established, including the Executive Director

b. The committee reviews job applicants and chooses those to interview.

c. The final candidate is recommended to the full board for approval; this might include a final interview with the full board.

4. If time permits, the new Executive Director is hired before the outgoing E.D leaves so training can occur. The California Department of Rehabilitation and RSA are notified of the Board’s choice.

a. If the new E. D cannot start on time, arrangements should be made for distance mentoring with the outgoing E. D.

## Second Scenario

1. Executive Director gives little or no notice or the Board removes the Executive Director

a. The Department of Rehabilitation Resource Specialist and the RSA Program Specialist are notified.

2. The Executive Committee designates a staff manager to supervise staff and programs until a decision can be made regarding an interim Executive Director; this person should be determined in advance in coordination with the Executive Director if at all possible.

3. The Board of Directors calls an emergency meeting to determine if they want the staff person to be the interim Executive Director, to continue in the role for several months, or if they want to hire an interim E.D.

a. If an interim E. D is to be hired, a request for proposals is developed by the Executive Committee and sent to:

1. CFILC

2. DOR

3. Cai-SILC

4. Posted on the RICV web page

5. Other known potential consultants

b. The Executive Committee reviews the proposals and chooses an interim director.

4. The Executive Committee will create a job announcement

a. A search committee is established; a decision is made whether to include the Interim E. D. in the work of this committee.

b. They will review the E. D job description and add any details to the announcement that are especially pertinent for the current RICV satiation, i.e., is there currently a stronger need for fund raising, new program development, meeting government regulations, etc.?

c. The hiring process as listed in Scenario one would then be followed.