

Approved and Adopted by the Board: March 18, 2009

Adjusted new name: February 11, 2010

UFSC-PS Chapter Executive Succession Plan Policy

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the UFSC-PS to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the Board to assess the permanent leadership needs of the organization to help insure the selection of a qualified and capable leader who is representative of the community, a good fit for the organization's mission, vision, values, goals and objectives, and who has the necessary skills for the organization. To insure the organization's operations are not interrupted while the Board of Directors assesses the leadership needs and recruit a permanent executive officer, the Board will appoint interim executive leadership as described below. The Interim President shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to partners or investors of the UFSC-PS, and others.

It is also the policy of the UFSC-PS, to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent President position. The UFSC-PS, shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current members. The Interim President and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the Nominating Committee Chair according to the guidelines established for the search and recruitment process.

Procedures for Succession:

For a temporary change in executive leadership (i.e., illness or leave of absence) refer to the organization's ByLaws. In the event the President of the UFSC-PS, is no longer able to serve in this position (i.e., leaves the position permanently), the UFSC Executive Board shall do the following:

1. Within 15 business days appoint an interim President according to the following line of succession:
 - a. Vice President of UFSC-PS
 - b. 2nd Vice President of the UFSC-PS
 - c. External Consultant (with experience as an Executive Director)
2. Within 30 business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the Nominating Committee and two

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members of the UFSC Executive Board. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- a. Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as investors and partners of the UFSC-PS
- b. Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- c. Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- d. Establish a time frame and plan for the recruitment and selection process.
- e. Refer to the UFSC-PS ByLaws for additional procedures.

The board should use similar procedures in case of an executive transition that simultaneously involves the President and other key management. In such instance, the board may also consider temporarily subcontracting some of the organizational functions from trained consultant or other organizations.