

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RG-103

TITLE: Succession Planning

EFFECTIVE DATE: 2/8/24 **AUTHORIZED BY: Board of Trustees**

This policy shall apply to Board members of REACH for Tomorrow.

1.0 Purpose

The purpose of this policy is to assure continuity of leadership due to planned or unplanned departure of the Chief Executive Officer (CEO) and to affirm the principle of developing potential internal candidates for promotion at all levels of the organization.

2.0 Succession Development

It is the intention of REACH for Tomorrow to develop and promote internal candidates to supervisory and administrative positions whenever possible. This is necessary to encourage recruitment and retention of staff. Consideration shall be given based on skills, abilities, best fit for the position, and demonstration of organizational values. The organization shall have in place a professional development plan for all staff to assist in this endeavor of developing depth of leadership potential in the organization. The CEO shall annually report on the status of succession development.

3.0 Departure of the Chief Executive Officer

It is the desire of REACH for Tomorrow Board to facilitate a seamless transition from parting CEO to new CEO whenever possible. REACH for Tomorrow Board of Directors are solely responsible for the selection of a Chief Executive Officer.

- 3.1 The President of the Board shall serve as the chairperson of the CEO Search Committee and shall appoint an ad hoc committee consisting of selected Board Members, staff, person served representatives, and other stakeholders.
- 3.2 The committee will design a recruitment and screening process based primarily on the most recent Board approved job description for the Chief Executive Officer.
- 3.3 Final CEO candidates shall be recommended by the search committee to the full Board for comprehensive interviews and selection based on current and emerging needs of the organization.

4.0 Appointment of Interim Chief Executive Officer

In the event of the premature departure or extended absence (30 days) of the Chief Executive Officer the Board shall appoint an interim CEO for a specific period of time documented in a letter to the interim CEO.

- 4.1 The interim CEO shall be a current internal agency administrator.

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- 4.1.1 A list of potential internal interim CEO candidates shall be provided to the Board annually.
- 4.1.2 The interim CEO may or may not be a candidate for the permanent CEO position and the appointment to interim CEO shall not implicitly or explicitly imply a permanent appointment.
- 4.2 A temporary salary adjustment shall be made, in the amount of 20% above that administrator's current base pay, while the administrator is serving in the role of the Interim CEO.
- 4.3 The interim CEO shall retain responsibility for their current position and job duties as well as the responsibility of interim CEO.
- 4.4 During their tenure as interim CEO the interim CEO may not hire, terminate, contract with, or promote any internal or external person without formal approval of the Board.