

COMMUNITY FOUNDATION OF MORGAN COUNTY SUCCESSION PLAN

This Executive Succession Plan (Plan) is designed to provide for an orderly transition of leadership for the Porter County Community Foundation (Foundation). The Board of Directors of the Foundation has assembled this Plan in order to protect the organization's capacity to perform key functions, sustain important relationships, and fulfill its commitments during a leadership disruption or transition. It has been developed to provide guidance to the Board of Directors, the Foundation's officers and staff in both the event of an unexpected vacancy and a planned resignation or retirement.

I. Emergency Plan for Unexpected Vacancy

A. Notice

- i. In the event that a vacancy is the result of the Executive Director's departure because of an unexpected accident or the illegal, inappropriate or suspicious conduct of the President, the communication to stakeholders and the community at large is of utmost importance. The Chair shall immediately:
 1. Meet with all Foundation staff to explain the situation.
 2. Notify the full Board.
 3. Communicate with the Executive Committee within 48 hours and the full board as soon thereafter as possible to manage the situation.
- ii. A public statement should be prepared and issued as soon as accurate information can be compiled and evaluated.

B. Foundation Spokesperson

- i. The Foundation Staff shall be instructed to direct all media contacts to a designated individual.
- ii. Board members shall be instructed to direct all media contacts to that same designated individual.

C. Executive Committee

- i. The Executive Committee shall develop a communication plan that will adequately reassure the Foundation stakeholders and protect the Foundation from a legal perspective. The communication shall include a plan for notification to major stakeholders and for managing the appropriate information release to the media.
- ii. Depending upon the reason for the vacancy, the Executive Committee may seek the advice of legal counsel. If there are any allegations of financial wrong doing, the Executive Committee may also seek the advice and counsel of the Foundation's auditors.
- iii. If appropriate, the Foundation's insurance carrier may need to be notified.
- iv. The Executive Committee shall determine whether or not to seek an interim Executive Director. The Foundation may seek input regarding

names of potential interim candidates from the Indiana Grantmakers Alliance, or other sources as appropriate.

- v. The Foundation's Office Manager shall be responsible for the day to day operations of the Foundation office until such time as an interim Executive Director or successor Executive Director is hired. The Foundation Board Chair shall assume the duties of the Acting Executive Director until such time as the Executive Committee appoints an interim or new Executive Director.
- vi. The Chair may either appoint the Executive Committee to serve as the Search Committee or appoint an independent Search Committee to find a permanent replacement. The Search Committee shall proceed as set forth in II.B.

II. Planned Resignation or Retirement

A. Notice

- i. The Executive Director shall provide as much notice as possible of his/her intent to resign or retire. While greater notice is preferred, a minimum of 30 days is required.
- ii. The Executive Director shall notify the Chair of the Board who in turn will notify the staff and the full Board.
- iii. The Executive Director and Chair shall develop an appropriate communication plan to timely notify the other stakeholders of the Foundation such as affiliated fund agencies and donors.

B. Search Committee

- i. The Chair may either convene the Executive Committee to manage the search process or appoint an independent Search Committee.
- ii. The Search Committee shall have the following duties and responsibilities:
 - 1. Review and revise, if necessary, the Executive Director's Job Description and job qualifications.
 - 2. Determine whether or not to retain the services of an executive search firm. The Foundation shall maintain a succession file that includes the names and contact information of firms that specialize in nonprofit executive searches.
 - 3. Determine whether or not to advertise the vacancy in the local media, professional journals and/or internet sites. A list of professional journal and internet sites relevant to nonprofits will be maintained in the succession file.
 - 4. Receive and review resumes.
 - 5. Interview candidates and recommend a finalist to the full Board.