

(Date)

Executive Director Succession Plan

Purpose: To formalize the process for managing the Bar Association (“Association”) in the event of the Executive Director’s death, departure, incapacitation or extended absence. The plan is intended to (1) assign responsibilities necessary to continue the efficient and effective management of the Association, and (2) outline steps that may be implemented in the event a successor Executive Director is necessary. This suggested plan is intended to outline a process that could be used by the Board of Governors. The Board shall have the ultimate authority to proceed as it deems appropriate.

1. **Management:** In appropriate circumstances, in consultation with the President and President-elect, and at their direction, the Assistant Executive Director will assume responsibility for the day-to-day management of the Association.

- President will determine if it is appropriate or necessary to award the title of “Acting” or “Interim” Executive Director to “A.”
- All department heads will report directly to the “A” and continue as a part of the “management team.”
- “A” will assume primary check signing responsibilities; Employee B (“B”) becomes primary back up.
- “A” will be in frequent contact with the Association’s President and President-Elect and provide weekly reports on actions taken, pending and planned.

- “A” will preside at all regularly scheduled and specially called meetings of the staff.
- “A” will assume authority to hire/fire and to make recommendations for salary adjustments in consultation with the President, President-Elect and Chair of the Personnel Committee.
- In consultation with the President and President-Elect, the “A” will assume appropriate staff responsibility for personnel administration, Board management, financial administration, contract authority and organizational representation.

2. Succession:

- The Board of Governors will determine if an executive search is required, whether a search firm (or consultant) should be retained, and if a special search committee needs to be appointed.
- Prior to and during a search, the Personnel Committee shall:
 - (1) Review and update Executive Director’s job description if necessary;
 - (2) Establish a salary range and benefits based on a review of appropriate surveys;
 - (3) Recommend the scope of the search (i.e. statewide/nationwide)
 - (4) Develop a chief executive profile to include desired experience and qualifications, and required leadership competencies as related to the needs and values of the organization;

(5) Determine if an in-house candidate is a viable option and, if so, confer with the candidate, promptly, about the possibility and the process to be followed;

(6) Determine appropriate methods and extent of advertising the vacancy;

— The President will communicate the search plan and periodic progress to the membership.

— During the Search Process, the Personnel Committee, or the specially appointed search committee, shall

(1) Interview selected applicants; and review with each candidate:

(a) the mission and values of the organization;

(b) expectations of the Executive Director by Officers and Board of Governors;

(c) staff relationships;

(d) evaluation procedures and schedule, and

(e) issues of immediate concern.

(2) Following a Board of Governors decision, communicate an offer, and confirm an acceptance as soon as possible.

— Once an individual is hired, extensive orientation, under the direct supervision of the President, should be undertaken.

Approved and adopted by the Board of Governors of the Bar Association on (date).

For the Board,

President