Leadership plays an essential role in the success of a nonprofit organization. And a change in Chief Executive leadership is as inevitable as the passing of time. This document will help a nonprofit organization recognize that planning for unplanned or temporary leadership change is a best practice—in line with other plans nonprofits regularly complete (e.g., strategic plan, communications plan, fundraising plan). An Emergency Succession Plan can bring order to time a time of turmoil, confusion and high-stress. This template will help guide you through the process. Feel free to tailor to make it your own.

(Note: This document uses the term “Executive Director” to address the Chief Paid Staff Member throughout this template. Should your organization use a title other than Executive Director, feel free to use the title as directed by your organization’s bylaws or practice.)

Emergency Succession Plan
For

(Organization Name)
The Board of Directors of _____(Organization Name)_____
recognizes that this is a plan for contingencies due to the disability, death or departure
of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy,
_____ (Organization Name)_____ has in place the following emergency succession plan to facilitate the
transition to both interim and longer-term leadership.

The Board of _____ (Organization Name)_____ has reviewed the job description of the executive director.
The job description is attached. The board has a clear understanding of the Executive Director’s role in
organizational leadership, program development, program administration, operations, board of directors
relationships, financial operations, resource development and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the Executive Director will
return to his/her position once the events precipitating the absence are resolved. An unplanned absence is
one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of
Directors is authorized (or authorizes the Executive Committee) of _____(Organization Name)_____ to
implement the terms of this emergency plan in the event of the unplanned absence of the Executive
Director.

In the event of an unplanned absence of the Executive Director, the Deputy Director (or other highest ranking
staff member) is to immediately inform the Board Chair (or highest ranking volunteer board member) of the
absence. As soon as it is feasible, the Chair should convene a meeting of the Board or Executive
Committee ( □ choose one) to affirm the procedures prescribed in this plan or to make modifications as the
Committee deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director would be:
__________________________ Name,
__________________________ Title.

Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and
second back-up appointees for the position of Acting Executive Director will be:
(1)  _______________________ Name
________________________ Title and
(2)  _______________________ Name
________________________ Title.

If this Acting Executive Director is new to his/her position and fairly inexperienced with this organization
(less than ______ months/years), the Executive Committee or Board of Directors ( □ circle one) may
decide to appoint one of the back-up appointees to the acting executive position. The Executive Committee or
Board of Directors ( □ circle one) may also consider the option of splitting executive duties among the
designated appointees.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and
independent action as the regular Executive Director.

The Acting Executive Director may be offered:
( □ check one)
☐ A temporary salary increase to the entry-level salary of the executive director position
☐ A bonus of $__________ during the Acting Executive Director Period.
☐ No additional compensation.
Board Oversight
The board member(s) or board committee (circle one) responsible for monitoring the work of the Acting Executive Director shall be ______________________
______________________ (list by name or office).

The above named people will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan
Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of _____(Organization Name)_____. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others (please specify): _____________________
____________________________________________
___________________________________________.

Completion of Short-Term Emergency Succession Period
The decision about when the absent Executive Director returns to lead _____(Organization Name)____ should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term
A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Executive Committee or Board of Directors (circle one) will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

Completion of Long-Term Emergency Succession Period
The decision about when the absent Executive Director returns to lead _____(Organization Name)____ should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Executive Director
A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:
The Board of Directors will appoint a Transition and Search Committee within ______ days to plan and carry out a transition to a new permanent executive director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board’s capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

Checklist for Acceptance of All Types of Emergency Succession Plans

☐ Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval. This plan should be reviewed annually.

☐ Signatories. The Board Chair, the Executive Director, the deputy director or human resources administrator and the Acting Executive Director shall sign this plan, and the appointees designated in this plan.

☐ Organizational Charts. Two organizational charts need to be prepared and attached to this plan. Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. Prepare and attach a second organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Executive Director.

☐ Important Organizational Information. Complete the attached Information and Contact Inventory and attach it to this document.

☐ Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Executive Director, the Acting Executive Director Appointee, the human resources department, and the organization’s attorney.

Signatures of Approval

_______________________________________
Organization Name

_______________________________________  _______________________________________
Board Chair Date  Individual Selected as Acting Executive Director

_______________________________________  _______________________________________
Executive Director Date  Acting Executive Director’s Current Title Date

_______________________________________  _______________________________________
Deputy Dir/HR Dir/Other key staff member Date

This document was developed by the Center for Nonprofit Advancement.
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Information and Contact Inventory for ___ (Organization Name) ___

Knowing where your organization’s key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

<table>
<thead>
<tr>
<th>Nonprofit Status</th>
<th>Onsite Location</th>
<th>Offsite Location</th>
<th>Online URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Determination Letter</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
<tr>
<td>IRS Form 1023</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
<tr>
<td>Bylaws</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
<tr>
<td>Board Minutes</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
<tr>
<td>Corporate Seal</td>
<td>□ ______________</td>
<td>□ ______________</td>
<td>□ __________</td>
</tr>
</tbody>
</table>

**Financial Information**

Employer Identification Number (EIN) #: __________________________________________

Current and previous Form 990s ☐ ______________ ☐ ______________ ☐ __________

Current and previous audited financial statements ☐ ______________ ☐ ______________ ☐ __________

Financial Statements (if not part of the computer system and regularly backed-up) ☐ ______________ ☐ ______________ ☐ __________

State or District Sales-Tax Exemption Certificate ☐ ______________ ☐ ______________ ☐ __________

Blank Checks ☐ ______________ ☐ ______________ ☐ __________

Computer passwords ☐ ______________ ☐ ______________ ☐ __________

Donor Records ☐ ______________ ☐ ______________ ☐ __________

Client Records ☐ ______________ ☐ ______________ ☐ __________

Vendor Records ☐ ______________ ☐ ______________ ☐ __________

Volunteer Records* ☐ ______________ ☐ ______________ ☐ __________

*Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).

**Auditor**

Name: __________________________________________

Phone Number/Email: __________________________________________
Bank
Name(s): _______________________________________________________________
Account Numbers: _______________________________________________________
Branch Representative(s): _________________________________________________
Phone Number: _________________________________________________________
Fax: ___________________________________________________________________
Email: _________________________________________________________________

Investments
Financial Planner / Broker Company _________________________________________
Representative Name: ____________________________________________________
Phone Number: _________________________________________________________
Email: _________________________________________________________________

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Who are the authorized check signers?
______________________________________________________________________________________________

Is there an office safe? Who has the combination/keys?
______________________________________________________________________________________________

Legal Counsel
Attorney
Name: _________________________________________________________________
Phone Number/Email: ___________________________________________________
### Human Resources Information

<table>
<thead>
<tr>
<th></th>
<th>Onsite Location</th>
<th>Offsite Location</th>
<th>Online URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Records/ Personnel Info*</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>*Names, home addresses, phone numbers, email, emergency contacts, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-9s</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

### Payroll

- Company Name: ________________________________
- Account Number: ______________________________
- Payroll Rep: ________________________________
- Phone Number: ________________________________
- Email: ________________________________

### Facilities Information

<table>
<thead>
<tr>
<th></th>
<th>Onsite Location</th>
<th>Offsite Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Lease (for renters)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Building Deed (for owners)</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Building Management**

- Company Name: ________________________________
- Contact Name: ________________________________
- Phone Number/Email: ________________________________

**Office Security System**

- Company Name: ________________________________
- Account Number: ________________________________
- Representative Phone Number/Email: ________________________________
- Broker Phone Number/Email: ________________________________
<table>
<thead>
<tr>
<th>Insurance Information</th>
<th>Disability Insurance (long-term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Liability / Commercial Umbrella</strong></td>
<td>Company/Underwriter:</td>
</tr>
<tr>
<td>Company/Underwriter:</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Policy Number</td>
<td>Policy Number</td>
</tr>
<tr>
<td>Representative Phone Number/Email:</td>
<td>Representative Phone Number/Email:</td>
</tr>
<tr>
<td>Broker Phone Number/Email:</td>
<td>Broker Phone Number/Email:</td>
</tr>
</tbody>
</table>

| Directors & Officers Liability                            | Life Insurance                   |
| Company/Underwriter:                                     | Company/Underwriter:             |
| Policy Number                                             | _______________________________ |
| Representative Phone Number/Email:                       | Policy Number                     |
| Broker Phone Number/Email:                               | Representative Phone Number/Email:|

| Health Insurance                                         | Dental                           |
| Company/Underwriter:                                     | Company/Underwriter:             |
| Policy Number                                             | _______________________________ |
| Representative Phone Number/Email:                       | Policy Number                     |
| Broker Phone Number/Email:                               | Representative Phone Number/Email:|

| Unemployment Insurance                                    | Long Term Care                   |
| Company/Underwriter:                                     | Company/Underwriter:             |
| Policy Number                                             | _______________________________ |
| Representative Phone Number/Email:                       | Policy Number                     |
| Broker Phone Number/Email:                               | Representative Phone Number/Email:|

| Workers’ Compensation                                     | Retirement Plan                  |
| Company/Underwriter:                                     | Company/Underwriter:             |
| Policy Number                                             | _______________________________ |
| Representative Phone Number/Email:                       | Policy Number                     |
| Broker Phone Number/Email:                               | Representative Phone Number/Email:|

| Disability Insurance (short-term)                        |                                |
| Company/Underwriter:                                     | Company/Underwriter:             |
| Policy Number                                             | _______________________________ |
| Representative Phone Number/Email:                       |                                |
| Broker Phone Number/Email:                               |                                |
The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.

We acknowledge the leadership of Transition Guides (notably Tom Adams and Don Tebbe, as well as plan guidance from Karen Gaskins Jones, and Victor Chears) in guiding The Center for Nonprofit Advancement in grasping the impact of Succession Planning and Executive Transitions. Additional thanks to Troy Chapman of the Support Center for Nonprofit Management of New York City, Tim Wolfred of CompassPoint Nonprofit Services for their guidance on the development of this document. The Information and Contact Inventory document is adapted by permission from the Nonprofit Coordinating Committee of New York City.