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**CASA**

Court Appointed Special Advocates

**FOR CHILDREN**

**Emergency Succession Plan**

***CASA For York County***

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**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.**

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The Executive Committee of CASA for York County 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, CASA for York County has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership .

The job description of the executive director is attached. The board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, executive committee and member 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. CASA for York County authorizes the Executive Committee of CASA for York County to implement the terms of this emergency succession plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Executive Director will notify the Board President of the absence. As soon as it is feasible, the President will convene a meeting of the Board or Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

In the event of a temporary short-term unplanned absence, Dan Scarborough phone number 402-366-5020 shall be the Acting Executive Director.

Should Dan Scarborough be unable to serve, the Acting Executive Director shall be Corrie Kielty phone number 402-477-2788

### 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 Board will determine appropriate compensation for the Acting Executive Director.

### Board Oversight

The Board President is responsible for monitoring the work of the Acting Executive Director.

### Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify members of the Board of Directors and all volunteers of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, the Acting Executive Director shall communicate the temporary leadership structure to the Judge in charge of child abuse and neglect cases.

### Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead CASA for York County should be determined by the Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

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## Succession Plan in Event of a Permanent Change in Executive Director

**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 Board will meet and consult with the Acting Executive Director to determine what actions should follow. The procedures and conditions to be followed should be the same as for a short-term absence.

BY-LAWS ARTICLE IX EXECUTIVE DIRECTOR SELECTION

SECTION 1. Selection: At the point of a vacancy, the Board shall advertise in an appropriate outlet(s) including a local newspaper for the sake of public record. Advertisements shall contain minimum and desired qualifications.

Application must include a resume'. A standardized interview must be followed for all applicants. Interviews are to be conducted by a committee of Board officers. One or more finalists names shall be presented at a Board of Directors meeting for a vote.

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