



Succession Plan Policy

A change in executive leadership is an inevitable occurrence for every organization and therefore, it is the policy of Delaplaine Foundation, Inc. to be prepared for an eventual change in leadership – whether planned or unplanned – to ensure the stability and accountability of the organization until such time as new leadership is identified. Leadership succession planning shall apply to all Board leadership in alignment with Foundation bylaws (Chair, President, Vice President, Secretary, Treasurer) in addition to executive staff leadership (President/CEO, Executive Director). The Board of Trustees of the Foundation shall be responsible for implementing this policy and its related procedures.

Succession Procedures:

Upon receiving notice of the departure or inability to continue to serve in a top leadership position, the Executive Committee of Delaplaine Foundation (comprised of the Board officers) may choose to:

- Call for a Foundation Operations inventory to be done (a tool to collect critical information/knowledge to keep the organization operating smoothly during the transition period).
- Appoint a new officer of the Board with unanimous consent.
- Appoint an interim individual to serve in position of top leadership.
- Consider the need to engage an external consultant/executive search firm to recruit the top leadership replacement based on the circumstances of the transition.
- Review the organization's strengths and weaknesses, opportunities, and threats to identify priority issues to be addressed during the transition process. Reassess leadership needs by revisiting the job description and if an external consultant or search firm is not engaged, proceed to launch recruitment for replacement.
- Establish a time frame and plan for the recruitment and selection process.
- Communicate on behalf of the full Board with key community stakeholders (local government, Chamber of Commerce, Frederick Funders Group, grantees) regarding the reason for the change in leadership and regarding actions taken by the Board in implementing the succession plan.
- Prepare statement for public notice and for answering internal and external inquiries from Board, staff, community, and media.

- *June, 2024*