**Peninsula Agency on Aging, Inc.**

**Chief Executive Officer Succession Policy**

A change in executive leadership is inevitable for all organizations. It is a time of both risk and opportunity. It is a period in an organization’s history when the Board Chair must increase his/her level of engagement. It is also a time when some may seek assurance of the organization’s viability and long-term sustainability.

A succession policy for the CEO is a routine risk management and sustainability planning tool. The policy ensures organizational sustainability by providing a proactive, orderly plan for executive leadership transitions.

To that end, the Board of Peninsula Agency on Aging is adopting this succession policy for purposes of:

* Focusing Board attention on leadership team development through annual communications between the CEO and the Board about the depth of staffing and succession plans for Management Team positions.
* Establishing principles, role clarity and procedures to support positive leadership transitions that foster good endings and beginnings with departing and arriving leaders and build organizational capacity when a planned or unplanned executive leadership change occurs.

 The Board Chair shall be responsible for implementing this policy and its related procedures, and for annually reviewing and updating the policy as needed.

 In the event of a planned or unplanned leadership transition, the Board shall immediately appoint a Transition Committee which shall plan and manage the transition, including the search for a new CEO.

 The Transition Committee shall be comprised of at least (3) and no more than five members.

**Guiding Principles**

* Peninsula Agency on Aging is open to and will consider both internal and external candidates when filling the CEO position.
* In organizations such as Peninsula Agency on Aging, the CEO’s position is often shaped by the incumbent’s talents and areas of specialized interest. That person’s departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
* The preeminent goal of a transition to a new CEO is maintaining continuity of Peninsula Agency on Aging and mission-related work. A transition presents an opportunity for the organization to re-evaluate its’ mission as well as its’ short and long term goals.

**Lines of Authority**

1. The selection of the CEO is the responsibility of the Board.
2. The current CEO has the responsibility to continuously identify, encourage, and help to develop senior managers within the organization who are qualified to meet future leadership needs. Whether that be on a temporary or permanent basis.

**Emergency backup plan**

1. Related to the position of CEO. To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of the CEO. This plan is approved by the Board and will be reviewed each year at the annual meeting. The plan can also serve as the Transition Plan when there is a vacancy in the CEO position.

**Initial implementation of the Transition Plan**

1. Within fifteen (15) days of the announcement of a planned departure, The Board Chair shall appoint a Transition Committee.
2. The transition Committee shall be responsible for implementing this transition plan as needed.

At its first meeting, the Transition Committee shall determine its role, including responsibilities related to conducting the search process. The Committee shall also discuss and decide on how the senior staff will be substantively involved in the transition planning process and consulted in the selection process

1. The transition Committee shall also determine the need for consulting assistance (i.e.) transition management consultant and/or executive search firm based on the circumstances.
2. As needed the Board Chair shall authorize an organizational assessment and schedule a Board Retreat to review and/or refresh the organization’s strategic plan.

Adopted by the Board of Directors on the 16th day of March, 2016.

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William Massey, CEO