

Emergency Transition BASIC Plan Template

Procedure for Appointment of Acting (Executive Director ED or other key role) in the Event of an Unplanned Absence or Departure.

- 1. Rationale: Describe why this plan is in place.**
 - a. In order to ensure continuous coverage of the duties critical to the (Organization name) organization...

- 2. Job Description and Priority Functions of the role (attach)**

- 3. Temporary / Short term (possibly up to three months)**
 - a. Define timetable and purpose
 - b. Identify who may appoint Acting ED
 - c. Recognize Back Ups for Acting ED
 - d. Identify Necessary Cross Training (what, how, when)
 - e. Delegation of Authority for Acting ED
 - f. Compensation
 - g. Board Oversight of Acting ED - Name who or which board committee has oversight.
 - h. Communication Plan – to whom and how will we announce the temporary changes.

- 4. Intermediate / Long Term (more than three months)**
 - a. Define timetable
 - b. All of the Temporary procedures with the addition of provisions to back-fill duties/responsibilities of Acting ED's previous position with the organization (if applicable).

- 5. Permanent**
 - a. Define: it is firmly determined that the former ED will not return to the position.
 - b. All of the provisions above with the addition of the appointment of a Transition and Search Committee to identify a new permanent ED.

