

## **NCDEA Executive Director Succession planning**

The NCDEA Board of Directors has adopted the following planning information as a guide to use if and when there is a need to replace the current or future Executive Directors.

Expectations are that a replacement would be accomplished in a normal timeframe with an opportunity for the current Executive Director to provide some transitioning to a new person. However, should there not be that transitioning time the options below provide for that eventuality as well.

### **Option #1 - Select an Interim Executive Director from the current Board of Directors**

This option is one used by many small non-profit organizations to ensure continuity and to maintain operations. This option is particularly applicable to the NCDEA because the board is quite engaged beyond setting policy and procedures. So depending on the availability of one of the Board members this option could be implemented almost immediately following a board decision. The Board could periodically designate a board member who would be prepared to step up to this task and have an almost seamless transition at least for an interim period. The Board would also need to decide if they would want that member to step aside from the board position while serving as Executive Director so as to preserve segregation of duties and avoid other potential conflicts.

### **Option #2 - Conduct a search for a new Executive Director in advance of the departure of the current Executive Director by establishing a date for such a replacement.**

This option provides for planning a transition between two hired staff members. It also provides for continuity of operations and does not impede or impact the current board members workload significantly.

### **Option #3 - Select an Interim Executive Director from the current Board of Directors while conducting a search for a new Executive Director.**

This option is also often used by small non-profit organizations and provides some of the same benefits mentioned in options #1 and #2.

## **Background/Discussion**

A new job description should be developed outlining the tasks and duties of an expected new Executive Director and they may be considerably different than the duties of the current ED. (See attached sample(s)).

Consideration for location of the ED could also result in a significant change in day-to-day operations. The agreements with NACD to provide office space and support and serve as the employer of record while receiving reimbursement for time spent, should be reviewed both for

the impact on the two organizations and for guidance on steps forward for any proposed changes. (See copy of agreements attached)

The National Conservation Partnership duties will likely need some adjustment amongst the five partners once the NCDEA hires a new ED. (Outline of annual and quarterly and monthly considerations attached)

In selecting options and sub-options, the Board of Directors will likely want to go through a process of evaluating the pros and cons of location, part-time, full-time employment, independent contractor or employee arrangement, and/or agreement with an affiliate or sister organization such as exists with NACD now, along with other considerations that will present themselves at time of a transition..

One suggestion may be to have a discussion with the CEO of NACD about the NCDEA succession plan just so he could offer any assistance and be alerted to the potential changes regarding NACD operations.