



*Adopted September 15, 2015*

## **Executive Director Transition Plan & Policy**

A change in executive leadership is inevitable for all organizations and can be a very challenging time. The following succession plan policy is intended to help AIA Las Vegas be prepared for planned or unplanned absences of the Executive Director, clarifying authority and decision making, and thereby maintaining accountability and ensuring stability. It is the policy of AIA Las Vegas to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the association until such time as new permanent leadership is identified.

An AIA Las Vegas Executive Committee should be established that will be made up of the AIA Las Vegas President, President Elect, Treasurer, Secretary and the Past President. This committee shall, with the approval of the AIA Las Vegas Board of Directors, be responsible for implementing this policy and its related procedures.

It is also the responsibility of the Executive Committee and the Board of Directors to assess the leadership needs of the association to help ensure the selection of a qualified and capable leader pursuant to the association's mission, vision, values, goals and objectives and one who possesses the necessary skills for the position. To ensure that AIA Las Vegas' operations are not interrupted while the Executive Committee assesses the leadership needs and recruits a permanent Executive Director, the Executive Committee may appoint an acting Executive Director (*as described in the Temporary Succession section below*). If an acting Executive Director is appointed, he or she shall ensure that the association continues to operate without disruption and that all commitments previously made are adequately executed.

The Executive Committee shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The acting Executive Director and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the Executive Committee according to the guidelines (*as described in the Permanent Succession section below*).

### **Emergency Succession**

In the event that the Executive Director passes away or is incapacitated, the Director of Operations shall immediately notify the AIA Las Vegas President. The President shall immediately call an emergency meeting of the Executive Committee to inform the Executive Committee and to set plans in place for appointment of an interim Executive Director.

The AIA Las Vegas President should immediately contact the association's general counsel and outside accountant to assist in the decision making process. It should be immediately determined if there is a key staff person capable of assuming the interim responsibility. If so, notification to other staff and the Board of Directors should occur by the President, after review of legal counsel.

The interim Executive Director should be placed in the position by written notification, assuring that the President provides the scope of their authority and when the interim period will expire. The President should immediately meet with all staff to provide them with the plans for the interim period.

Bank signature cards should be changed immediately to reflect the signatures to be valid for the interim period. The appropriate name changes for company credit cards and online banking access must also be changed.

Arrangements should be made with the family to retrieve any personal items from the headquarters office and arrangements should be made to retrieve any property of the association such as: computer equipment; keys to the office, credit cards that are in the name of the association.

In the event of permanent disability of the Executive Director, the employment contract should be reviewed for the terms and conditions of separation. If necessary, the Executive Committee will proceed with plans to replace the Executive Director as outlined in the Permanent Succession Plan.

## **Permanent Succession**

### **Timeline**

1. The Executive Director notifies the AIA Las Vegas President of resignation with ninety days notice.
2. The Board of Directors will be notified by the best means possible, as determined by the President.
3. The staff will be notified by the Executive Director or the President, as appropriate.
4. The Executive Committee will create the Transition Committee (as outlined below).
5. The Transition Committee will search for a new candidate and report back to the Executive Committee and the Board of Directors on a regular basis.

## **Interim Leadership**

In the event that the current Executive Director leaves before a replacement is hired, AIA Las Vegas will implement the Emergency Succession Procedure (*as outlined above*).

## **Transition Committee**

In the event that a permanent change in leadership is required, the Executive Committee shall create the Transition Committee within five days of receiving notice.

This committee shall consist of:

1. President
2. President-Elect
3. Immediate Past President
4. Two or more AIA members appointed by the President

It shall be the responsibility of this Transition Committee to implement the following transition plan:

1. Assure constructive closure with the departing Executive Director.
2. Communicate with key stakeholders (i.e. BOD, staff, AIA National) regarding actions taken by the Executive Committee and Board of Directors in naming an interim successor, appointing a Transition Committee, and implementing the succession policy.
3. Consider the need for consulting assistance (i.e. transition management or executive search consultant) based on the circumstances of the transition and enter into such contract as deemed appropriate.
4. Review the strategic plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
5. Establish a time frame and plan for the recruitment and selection process.
6. Interview, negotiate with and recommend hiring of new Executive Director via review of qualified key staff members and/or a national search -- based on position description and position requirements to the Executive Committee for approval and ratification by the Board of Directors.
7. Coordinate the post-hire orientation and support for new Executive Director  
The departing Executive Director and staff shall compile the following information for the transition committee's use:
  - Mission
  - Vision
  - Strategic Plan
  - Bylaws
  - Organizational Chart
  - Board Policies Manual
  - Personnel Policy Manual
  - Job Descriptions

### **Executive Director Briefing Manual**

The departing Executive Director and staff shall compile information to brief the new Executive Director. It shall include those items listed for the transition committee's use as well as:

- Current Executive Committee and Board Roster
- Current Committees Roster
- Staff Procedures Manual
- Current Year Budget
- Last Year Accountant's Review
- Last 12 months BOD Meeting Minutes
- Information and contact inventory